



CLUB PROFESSIONAL VACANCY

Kingsknowe Golf Club a vacancy for its Club Professional. For information about the vacancy and how to apply, please see below.

KINGSKNOWE GOLF CLUB

Kingsknowe Golf Club is a lively and friendly club situated in the south west of Edinburgh, only 10 minutes from the city centre, and 5 minutes from the M8 and M9 Motorways and the Edinburgh City By-Pass. The club was established in 1908 and has an 18 hole golf course, originally designed by Alec Herd the 1902 Open champion, and later redesigned by James Braid. The parkland course has two loops of 9 from the clubhouse and the standard scratch score is 69 for Gents and 71 for Ladies. Further information about the Club can be found on www.kingsknowe.com

THE VACANCY

This exciting opportunity for a committed Club Professional has recently become available. The club is therefore seeking to appoint an ambitious and motivated Club Professional with a track record of delivering excellent customer service and successful golf development initiatives. Forward thinking in terms of how to expand our customer base and increase revenue is essential. Excellent administrative skills are also essential in order to maximise the use of our Intelligent Golf Management System.

PROVISION OF SERVICES TO THE CLUB

The Club will provide a suitable office and retail space from which the successful candidate may operate their business, and will contract the successful candidate (payment will be by negotiation) to provide services to the club that will include the following:

- The management of the First Tee, including a starting service, competition entry, and play on the course.
- The management of the Intelligent Golf Tee Booking system including the tee booking system.
- The collection, processing and reconciliation of payments from members, guests and visitors.
- The marketing and promotion of Club activities from the Pro Shop, both golfing and social.
- The management of enquiries from visitors and for outings and the pro-active marketing and selling of tee times and packages to visitors and outings.
- The management of bookings and services provided for visitors and outings, including the collection and reconciliation of green fees paid.
- The collection of data from visitors, outings and guests for marketing purposes.
- The provision of retail services for members and visitors.
- The management and weekly maintenance of the golf carts available to members and visitors.

GOLF DEVELOPMENT WITHIN THE CLUB

The successful candidate will be required to play a lead role in the development of golf programmes at the Club. This will include:

- Playing an active role in the coordination and management of the long term development of a golf pathway at the Club. This will involve working with and supporting volunteer groups and teams - and in doing so, building a reputation for Kingsknowe based on the quality of its golf programmes and teams.
- Actively promoting and organising golf coaching club sessions for target groups and individuals within the membership. This may include as an example, juniors, ladies, beginners and high handicap golfers.
- Specifically taking the lead role in the development of the Club's Junior Programme.
- Actively organising and promoting coaching to external client groups as part of the club's promotional and business packages. This will include beginners to the game.

HOURS OF OPERATION FOR THE FIRST TEE

The hours of operation for the first tee will be agreed between both parties and are currently as follows:

April, May, August, September	Mon to Fri	0800 to 1830
	Sat & Sun	0715 to 1730
June & July	Mon to Fri	0800 to 1900
	Sat & Sun	0715 to 1730
October to March	Mon to Fri	0830 to 1530
	Sat & Sun	0800 to 1600

TRAINING, HEALTH AND SAFETY etc

The successful candidate will be responsible for the training of any staff employed in the Club Professional's business; keeping health and safety requirements and fire risk assessment and review up to date for the Club Professional's premises; first aid provision at the First Tee including use of defibrillators.

OTHER ESSENTIAL REQUIREMENTS

The following are included as essential requirements:

- The Club operates through the Intelligent Golf Management System and IT skills are therefore an essential requirement.
- There is a need for a high standard of administration skills.
- The provision of high standards of customer care are essential.
- Compliance with, and ensuring members and visitors comply with Club Policies, Rules and Procedures at all times is essential.
- Social media familiarity and understanding are essential to promote the club's messages and activities.
- The successful candidate must have industry appropriate professional qualifications.

REMUNERATION

The Club is looking to maximise the opportunity of this vacancy to increase revenue to the Club and is open to proposals from interested candidates to do so. Remuneration in return for agreed contracted services provided by the successful candidate will therefore be linked to the proposals that are accepted by the Club. This may include by negotiation, an annual retainer; commission on revenue earned; and subsidised rent and utilities on the Club Professional premises.

APPLICATION

Anyone interested in discussing the position with us should send a note of interest, a CV, and a proposal that includes your vision on how you think this partnership could work best for both Club and Club Professional, including the value you believe you can bring to the club, to clubmanager@kingsknowe.com. Should you require any further information at this stage, please email to the same address. All enquiries will be kept confidential.

Colin Pearson

Kingsknowe Golf Club

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Kingsknowe Golf Club Ltd is a company limited by guarantee No: SC6728

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