

HAMPSHIRE, ISLE OF WIGHT & CHANNEL ISLANDS GOLF UNION



COUNTY SECRETARY

The Hampshire, Isle of Wight and Channel Islands Golf Union was founded in 1893, is the oldest County Union in England and is affiliated to the English Golf Union.

The present Secretary will be retiring at the end of the year. Applications are now invited for the above position, which is presently located at the County Office, Liphook Golf Club.

The successful candidate will be responsible to the President and Council for the day to day management of the County Union.

Ideally candidates will have proven management experience and will demonstrate the following qualities:-

- Proven and well developed organisational skills.
- Excellent communication and leadership skills.
- Practical knowledge of the game of golf together with knowledge of the CONGU handicapping scheme, rules of golf and running of golf competitions.
- Computer literate particularly in the areas of Microsoft Word, Excel, together with Club 2000, knowledge of Computerised Accountancy Systems (Preferably Sage) and maintenance of a Content Management System Website
- Experience in Health & Safety and Child Protection procedures.
- A willingness to travel and work flexible hours including weekends and Public Holidays.

All applications will be treated in the strictest confidence.

Please forward a letter of application and full CV to:

Mr Tony Cullen
President, Hampshire, IOW & CI Golf Union
The County Office
Liphook Golf Club
Wheatsheaf Enclosure
Liphook, Hampshire, GU30 7EH

Or by email to hgu@hampshiregolf.co.uk

Closing date for applications: 30th March 2012