



WHITEFIELDS GOLF CLUB – CLUB SECRETARY VACANCY

Set in the heart of the Warwickshire countryside, Whitefields Golf Course, Driving Range and Club in partnership with Draycote Hotel was opened in 1992 and has hosted many championships over the years. The Club has a large and loyal membership, and we are now seeking an experienced Golf Club Secretary to oversee our membership, chair our Executive Committee and administer our competitions who is passionate about golf and the impact they can have on Whitefields.

The role is **32 hours per week**, (usually 4 days from 7) including an occasional weekend

Key responsibilities:

- To act as Club Ambassador in championing and promoting Whitefields
- Administration of the Club V1 Golf Membership System
- The processing of all membership subscriptions, financial transactions, payments and financial reporting
- Competition administration and Handicap Chairman
- To chair the Whitefields Golf Club Executive (and Social) Committee
- To grow the Club membership and assist in the marketing and promotion of the Club
- Effective communication with the Director of Golf, all members, staff and stakeholders
- To update the Club on developments in Golf England, legislative compliance, innovation, technology and best practise

Benefits: Competitive salary, free golf membership, staff discount, and 28 days (pro-rata) paid holiday, training & development, free staff meals, NEST Pension

Salary: £22, 464.00 (32 hours per week, flexible, 4 days from 7)

Experience & Qualifications:

- Experience in golf membership and administration systems, preferably Club V1
- To have held a similar position in a member's Golf Club or similar membership organisation
- Exceptional knowledge of golf – rules, handicaps, memberships, etc
- To have worked and/or chaired committees and been involved with strong leadership teams
- A business degree or equivalent administrative qualification

To apply: Please email your CV, a covering letter to the Director of Golf, David Mills on

davidmills@draycotehotel.co.uk

Closing date: Monday 26th May 2025 **Interviews to be conducted:** Thursday 29th May 2025

Whitefields Golf Club are committed to equality and welcome applicants from all backgrounds