


JOB DESCRIPTION	
JOB TITLE:	Handicapping & Course Rating Officer
REPORTS TO:	Development Director
EMPLOYED BY:	Scottish Golf Ltd
LOCATION:	Caledonia House, Edinburgh or The Duke's, St Andrews
SALARY:	£25,000 - £33,000 (depending on experience)



**SCOTTISH
GOLF™**

Main purpose of Job:

1. Contribute to the overall achievement of the Scottish Golf Strategy.
2. Develop and deliver the handicapping system in Scotland to increase playing opportunities for all, managing the transition into the new Worldwide Handicapping System and providing a world class support service to affiliated clubs.
3. Deliver a comprehensive Course Rating programme for all affiliated clubs in Scotland, including the training and recruitment of volunteers, raising awareness of course rating among clubs and members and the provision of technical support across the organisation.
4. Provide leadership to the organisation on matters relating to the fundamental aspects of playing the game, including, but not limited to, course length and difficulty, formats of play and pace of play.
5. Deliver the Handicapping and Course Rating elements of the Scottish Golf action plan with the Development Team.
6. Work with relevant external partners in pursuit of objectives aligned to the areas outlined above.

Position in organisation:

The post holder will be an employee of Scottish Golf Ltd and will report to the Development Director. They will work closely with other office-based team members, and Regional Club Development Officers. In addition, the post holder will work closely with other departments, especially the Development and Marketing Teams.

Liaison will also be required key partners including: CONGU, USGA, R&A and other national governing bodies.

Specific Duties and Responsibilities:

- Establish and maintain a comprehensive level of expertise in the current handicapping and course rating systems effective in Scotland.
- Represent Scotland on CONGU (or whatever succeeds CONGU) and contribute to discussions on future changes from a Scottish perspective.
- Manage the USGA Course Rating system implementation in Scotland, including the recruitment and training of volunteer course-raters.
- Manage the Central Database of Handicaps (CDH) and the handicapping element within Scottish Golf's new digital platform.
- Develop effective professional relationships with key personnel in various partner organisations.
- Establish and maintain a sound knowledge of factors affecting the playing of the game.
- Deliver national and regional workshops and seminars to clubs and volunteers.
- Collect, collate and evaluate handicapping and course rating data.

- Lead the ongoing development of new products, services and technology to improve performance within handicapping and course rating.

Financial responsibilities:

Responsibility for budget codes aligned to the Handicapping & Course Rating elements of our Action Plan.

General Duties and responsibilities:

To comply with all legislative requirements and company policies including but not limited to Child Protection, Health & Safety, Equality and confidentiality

This list of specific and general duties and responsibilities is non-exhaustive and subject to review and change.

Qualifications:

- Applicants must hold a relevant degree level qualification or equivalent
- As the post involves travelling, applicants must hold a full current driving licence

Experience and Knowledge required:

- An outstanding knowledge of Handicapping
- A thorough understanding of the USGA Course Rating system
- A sound knowledge of how golf clubs function
- Experience of working with volunteers
- Strong golfing knowledge
- Experience of working with a variety of partners
- Excellent IT skills, especially use of Excel, Access and other project management tools

Key Competencies:

The post holder must demonstrate the following:

- Excellent attention to detail and presentational standards
- Outstanding people skills
- Excellent presentation skills both written and verbal
- Outstanding research skills
- Customer focus
- Achievement focus
- Commitment to collaborative working
- Self motivation
- Commitment to self-improvement through learning and development

Miscellaneous:

- A salary reflecting the post holders experience and position within the organisation will be offered. In addition, the post offers a company pension scheme and other benefits.
- This role covers the whole of Scotland and so requires significant travel, often during evenings and weekends. On occasion, the post holder may be required to travel outside Scotland.