


JOB DESCRIPTION		
JOB TITLE:	Performance Manager	
REPORTS TO:	Performance Director	
EMPLOYED BY:	Scottish Golf Ltd	
LOCATION:	The Duke's, St Andrews, KY16 8NX	
SALARY RANGE:	£30,000 - £35,000	

Main purpose of Job:

1. Contribute to the overall achievement of the Scottish Golf Strategy.
2. Support the delivery of the Performance Tactics and KPI's
3. Liaise with Scottish Golf Performance Director, Performance Manager and National Coaches to organise and coordinate all Men's and Women's National training programmes
4. Lead responsibility for the operations of the Development Academy and associated activities
5. Track and monitor player statistics and performance

Position in organisation:

The post holder will be an employee of Scottish Golf Ltd and will report to the Scottish Golf Head of Performance. They will work closely with colleagues within this department and contribute to other departments, particularly Events, Coaching and Marketing.

Liaison will be required with key external groups including: Sportscotland Institute of sport, Sponsors, Media, Suppliers, R&A, Home Unions, and European Golf Association.

Line Management Responsibilities

- None

Specific Duties and Responsibilities:

- Manage National programmes for Men and Women
- Manage Development academy programme
- Member of the Men's, Women's and Senior Men's selection committee
- Manage funding related to associated programmes/players
- Close liaison with Coaches to ensure that each player has a comprehensive plan for their development and to benchmark individual and squad progress in line with agreed goals/targets
- To manage and oversee the operational aspects of relevant training programmes, camps, competitions and team events, which will on occasion involve travel (possibly overseas)
- Responsible for all aspects of Men's, Women's and Senior Men's team & squad administration, including selection/de-selection letters and player agreements
- Maintain a full player record system incorporating up to date personal details, medical questionnaire and uniform specifications, ensuring adherence to all privacy policies
- Validation of international competition entries for Scottish nationals playing abroad
- To monitor, track and authorise all expenditure in line with agreed budget codes allocated
- Responsible for providing key information relevant to strategy development

- To engage and inform Area & County representatives, maintaining and building relationships
- Update Order of Merits following key events
- Ensure kit is organised and administered to all relevant players/teams
- Contribute to the update and implementation of all policies relating to squad/team selection, de-selection, code of conduct, anti-doping etc.
- Ensure all coaches deployed by Scottish Golf are appropriately trained in and vetted for child protection purposes along with first aid qualifications, liaising with other internal functions to ensure adherence to current legislation
- Support the Performance Director, as required, with continual assessment and review of programmes, through engaging and consulting with relevant stakeholders to ensure that the pathway is understood and delivered in a collaborative manner

Financial responsibilities:

- Budget holder for relevant budget codes as determine by the Performance Director from time to time

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 should hold a relevant degree level qualification or equivalent, ideally in a sports related discipline.
- As the post involves travelling, applicants must hold a full current driving licence.

Experience and Knowledge required:

- NGB experience is desirable
- Significant experience of performance sports development is essential
- Experience of managing/coaching teams is essential
- Experience of working with a variety of partners is essential
- Golfing knowledge is desirable
- Excellent IT skills, especially use of Excel, Access and other project management tools

Key Competencies:

The post holder must demonstrate the following:

- Highly organised with attention to detail
- Outstanding people skills
- Achievement focus
- Commitment to collaborative working
- Effective decision making
- Leadership
- Strong communicator

Miscellaneous:

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