


JOB DESCRIPTION		
JOB TITLE:	Project Manager	
REPORTS TO:	Chief Commercial Officer	
EMPLOYED BY:	Scottish Golf Ltd	
LOCATION:	Caledonia House, 1 Redheughs Rigg, Edinburgh, EH12 9DX, with additional access to our head office at The Duke's, St Andrews, KY16 8NX	
REMUNERATION:	£25,000 -£30,000 (doe)	

Main purpose of Job:

1. Contribute to the overall achievement of the Scottish Golf strategy
2. Contribute to the growth and shaping of emerging technology and establishment of the Scottish Golf technology platform
3. Drive the adoption of the Scottish Golf administration and tee booking platform in all golf clubs
4. Contribute to the marketing and commercial action plan, with a focus on technology and income generation from non-member golfers
5. Work with relevant external partners in pursuit of objectives aligned to the areas above

Position within Organisation:

The post holder will be an employee of Scottish Golf Ltd and will report to Chief Commercial Officer. They will play a key role within the organisation with close collaboration with all departments being key to the success of this post.

Liaison with member Golf Clubs and other facility providers will be a key part of the role.

Line Management Responsibility:

None

Specific Duties and Responsibilities:

- Support the Commercial team with the overall project framework to drive the implementation of the Scottish Golf technology platform
- Build and develop relationships with all third parties critical to the project delivery
- Facilitate club adoption of the technology platform aligned to the overall project plan
- Maintain a robust project plan relevant to the specific territory or area, that fully aligns with the overall project plan
- Adhere to all elements of the overall project plan, as determined by the Project Steering Group and ensure that reporting and project performance tracking is delivered within agreed timelines
- Ensure you become a subject matter expert in all aspects of the platform and can provide support to clubs and colleagues to ensure a positive customer experience is delivered

Financial Responsibilities:

- None

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
- A Project Management Professional (PMP)/PRINCE II certification is desirable
- As the post involves an element of travelling, applicants must hold a full current driving licence.

Experience and Knowledge required:

- Experience of working as part of a development team, using testing processes in a real business environment is essential
- A thorough understanding of the golf industry and the club environment is essential
- Strong communication and interpersonal skills, including excellent written and spoken English are essential
- Experience working in agile teams, ideally in start-up situations is desirable
- Strong desire to take responsibility for the quality of the product and defend it where necessary
- Strong numeric skills, with the ability to analyse data and discuss the outputs, adapting the style and delivery to suit the audience.
- A quick learner with experience of being hands-on, entrepreneurial and thrive on managing a range of responsibilities with competing deadlines, that can learn quickly and has the hunger to do so
- A natural curiosity with technology and analytics
- The post holder must also demonstrate meticulous attention to detail, a customer-focused approach, self-motivation, a hard-working ethos with an ability to build strong relationships with clubs and colleagues alike

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, 37 days annual leave and other benefits.
- While the role will be office based, it will require an element of travel to clubs, seminars/workshops and other events, with some evening and weekend work.
- On occasion, the post holder may be required to travel outside Scotland.