



Rowlands Castle Golf Club

Person Specification – General Manager

CRITERIA	ESSENTIAL	DESIRABLE
Education	Good standard of formal education	A nationally accepted administrative, financial or accountancy qualification
Knowledge	<p>Knowledge of legislative practices relating to licensing law, employment law, health and safety legislation, risk management, environmental, fire, equal opportunities and safeguarding</p> <p>A good understanding of the organisation of golf</p>	Experience in the management of the game of golf or golf/country club premises
Skills	<p>Ability to manage, empower and influence</p> <p>Ability to build relationships with partners</p> <p>Analytical and able to problem solve</p> <p>Excellent communication skills</p> <p>Time management and effective prioritisation</p> <p>Computer literate</p> <p>Understanding of a comprehensive accounting software package such as Sage</p> <p>Understanding of food and beverage operations</p>	<p>Marketing skills</p> <p>Membership, Handicapping and Competition Software</p>
Competencies & Behaviours	<p>Good communicator both written and verbal</p> <p>Well motivated and able to motivate others</p> <p>Friendly and approachable with good social skills</p> <p>Adaptable and flexible</p> <p>Displays attitudes and behaviours that promote and respect equal opportunities and diversity</p>	
Relevant Experience	<p>Management and administrative positions</p> <p>Managing budgets</p> <p>Developing and working with a business plan and growing business streams</p>	
Other requirements	<p>Valid driving licence</p> <p>Prepared to work evenings and weekends as required</p> <p>Willing to professionally develop themselves and attend relevant/appropriate training</p>	