



JOB DESCRIPTION

JOB TITLE: CLUB SECRETARY (Operations & Marketing)

REPORTS TO: Board of Directors

RESPONSIBLE FOR: Day-to-day operations & promotion of club services

HOURS: 17.5 per week

Afternoons (working pattern negotiable)

Hourly rate £16.48 (plus complimentary membership)

MAIN DUTIES AND RESPONSIBILITIES

MEETINGS

- Preparing agendas, taking minutes and maintaining governance records for Board and Captains Committee meetings (2 evenings per month) including following up on agreed actions
- Provide management reports and information when requested
- Organise, prepare and send out details of AGM/EGM to members

MEMBERSHIP

- Seek to maintain the Club's membership to the required level in order to meet projected financial requirements
- Prepare reports on membership trends, marketing performance
- Act as a key point of contact for members, visitors and external organisations

MARKETING

- Promote the Club to prospective members, visitors and societies
- Develop membership recruitment campaigns and special offers
- Contact and engage with possible Sponsors of Club Events.
- Manage social media accounts, website content and email campaigns
- Co-ordinate some major events (i.e. Sponsor, Charity, Corporate Days)

GENERAL

- Be responsible for procurement requirements to assist in the running of the Club
- Managing bookings, tee-time administration (including daily supervision of the club's tee booking system) and club communications
- Handle and share correspondence, emails, telephone enquiries
- Ensure compliance with Club policies, regulations and governing body requirements
- Liaise with Greenkeeping Staff, Golf Professional and the Club's Catering Partner



REQUIRED SKILLS AND COMPETENCIES

- Strong administrative and organisational ability
- Excellent communication and customer service skills
- Competence with office software (Microsoft Office) and membership management systems
- Financial awareness
- Ability to work independently and as part of a team
- Flexible and proactive approach to work

OTHER DESIRABLE EXPERIENCE

- Knowledge of golf club operations and competition management
- Marketing and Social Media Skills
- Sponsorship & Event Planning
- Familiarity with Sage accounting system

Please note

Our Club Secretary (Administration and Finance) works 15 hours per week Monday to Friday 9.00am to 12.00pm.

The successful applicant will be expected to work closely with the Club Secretary (Administration and Finance) as part of an effective team, develop an awareness of key elements of that role and provide task cover for any periods of absence (e.g. holidays and sickness) or peaks in demand. These key elements include membership management, invoice processing, payroll and other financial and general club/company administration.

Please apply to The Chairman, Peel Golf Club, Rheast Lane, Peel IM5 1BG Email: secretary@peelgc.com

Closing date for applications is Friday 10 July 2026.