



Chief Operations Officer

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| Title: | Chief Operations Officer |
| Reports to: | CEO |
| Direct Reports: | Regional Managers, Head of Development and Club Support, Safeguarding and Welfare Manager, Administration Staff. |
| Location: | Golf Ireland Headquarters, Carton Demesne, Maynooth |

About Golf Ireland:

In January 2021, Golf Ireland will be established as the new single governing body for golf on the island of Ireland, taking over from the GUI and ILGU. In order to prepare for this, the Transition Board of Golf Ireland was established in February of 2019 to give effect to the Golf Ireland Proposal to create a single governing body for golf on the island of Ireland, which was overwhelmingly approved by the affiliate Clubs of the ILGU and GUI in January of 2019.

Based in Carton Demesne near Maynooth, Golf Ireland is a non-profit company, limited by guarantee, and is responsible for leading, growing and supporting the game of golf on the island of Ireland. The Board of Golf Ireland will be made up of 13 volunteer Directors supported by an Executive team and a suite of sub-committees.

Four Regional Executive Committees, one in each of the Provinces of Ireland, are responsible for the delivery of local operations.

The primary functions of Golf Ireland include the administration of Championships and Inter-Club events, the administration of the World Handicap System and the Rules of Golf and Amateur Status, the delivery of a World-class High Performance Programme, contesting and hosting International Fixtures, Supporting Clubs and Growing the Game.

About the Role:

Responsibilities:

- The Chief Operations Officer's primary responsibility shall be the management of the operational activities of Golf Ireland, specifically in the areas, Golf Development, Club support, Safeguarding and Inclusion.
- To lead and manage the Golf Development, Club Support and Safeguarding teams to ensure the quality delivery of services in line with Golf Ireland's policies and procedures.
- The Chief Operations Officer shall be the line manager to the Regional Managers and shall have the overall responsibility for ensuring consistency and quality of delivery of services in the Regions, in line with Golf Ireland's values.



- To provide key support to the Chief Executive with regard to strategic planning and operational implementation of annual plans.
- Foster strong relationships with representatives of funding bodies and of other organisations associated with Golf Ireland.
- To keep the Chief Executive apprised regarding the delivery of activities and regarding any risks that may present themselves.

About the Candidate:

Experience & Knowledge:

- Proven ability to lead and inspire teams in the delivery of programmes and activities in line with strategic objectives.
- Proven ability in strategic management, including designing and implementing strategic plans.
- Experience in contributing to budgeting processes and delivering programmes and activities in line with budgets.
- Knowledge of Board governance processes.
- Knowledge of the sporting sector and how it operates.
- Deep understanding of the golfing landscape within Ireland.

Competencies & Attributes:

- Can communicate effectively with a wide range of stakeholders.
- Is calm, confident, decisive and objective, especially under pressure.
- Willingness to be accountable and measured on performance.
- Skilled at prioritising, multi-tasking and problem solving.
- Ability to provide clear, informative and relevant information to the Chief Executive.
- Excellent presentation and communication skills.
- Is energetic, highly motivated and enthusiastic.
- Copes well with continual change and tight deadlines.