

Job Title	<b>PGA CLUB PROFESSIONAL</b>
Location	KEMNAY GOLF CLUB, KENMAY, INVERURIE, ABERDEENSHIRE, SCOTLAND, AB51 5RA
Remuneration Package	Negotiable, dependent on qualifications and experience Self Employed, Contract
Minimum experience, knowledge and qualifications	PGA qualified with a minimum of 3 years relevant experience in a golfing environment PVG, Disclosure Scotland clearance HSE and First Aid Certificates Knowledge of Employment Law
Brief description of facility	18 hole Parkland course, with 6 hole Par-3 Practice Course and 2 x Driving Bays for teaching purposes. Scottish Golf Development Academy. Large Pro Shop with retail work areas and integral indoor teaching facility (Flightscope may be available for sale from current Professional). Sky TV, Credit Card facility and WIFI Halfway House, with opportunity to maximise potential.
Overall Job Purpose	Responsible for the day to day management and administration of the Pro Shop and golf related activities. Reports to Vice Captain.
Key Tasks and Responsibilities	<ul style="list-style-type: none"> <li>• Act as starter and ensure that member and guest expectations in terms of their golf experience are met or exceeded.</li> <li>• Administers the Tee reservation system (BRS), receipting visitor green fees etc.</li> <li>• Provide a buggy, trolley and club hire service for members and visitors.</li> <li>• Stock, staff and run a profitable Professional Shop.</li> <li>• Run Demo days etc. and any other relevant marketing for members and visitors.</li> <li>• Provide club repair and custom fit service.</li> <li>• Provide Coaching for groups and individuals.</li> <li>• Run coaching sessions for Adult Beginners in support of 'Get into Golf' Programme.</li> <li>• Support the development of junior members through Clubgolf and junior stages, in line with Club requirements.</li> <li>• Act as ambassador for the Club in terms of member retention and recruitment.</li> <li>• Monitor repairs and maintenance of Pro Shop premises within allocated budget.</li> <li>• Liaise with Greens and Administration staff regarding day to day activities, ensuring adherence to the Club Constitution and Protocols.</li> </ul>
Essential Skills	Highly developed coaching and teaching skills Sound administration and IT Skills Marketing skills

Personal Attributes	<p>Proactive approach and good organisational skills</p> <p>Strong customer focus</p> <p>Natural communicator with strong interpersonal skills</p> <p>Leadership and diplomacy skills</p> <p>Reliability</p>						
How and Where to Apply	<p>Provide a covering letter along with CV. Send by e-mail to <a href="mailto:administrator@kemnaygolfclub.co.uk">administrator@kemnaygolfclub.co.uk</a> or by mail to The Club Captain, Kemnay Golf Club, Monymusk Road, Kemnay, Inverurie, Aberdeenshire, AB51 5RA.</p> <table border="1" data-bbox="528 622 1401 913"> <tr> <td data-bbox="528 622 818 734">Close date for applications</td> <td data-bbox="818 622 1401 734">Monday 23<sup>rd</sup> October</td> </tr> <tr> <td data-bbox="528 734 818 846">Interviews / Presentations</td> <td data-bbox="818 734 1401 846">Monday 6<sup>th</sup> November</td> </tr> <tr> <td data-bbox="528 846 818 913">Appointment/offer</td> <td data-bbox="818 846 1401 913">Monday 13<sup>th</sup> November</td> </tr> </table> <p>Further information can be sought from the Administrator via <a href="mailto:administrator@kemnaygolfclub.co.uk">administrator@kemnaygolfclub.co.uk</a></p> <p>Starting date is negotiable.</p> <p><i>The Club reserves the right to shortlist only those candidates whom they consider to best fulfil the requirements of the position.</i></p>	Close date for applications	Monday 23 <sup>rd</sup> October	Interviews / Presentations	Monday 6 <sup>th</sup> November	Appointment/offer	Monday 13 <sup>th</sup> November
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