**JOB ADVERTISEMENT**

**Job Title: Women and Girls Co-ordinator (full-time)**

**Salary**: £19,000 - £23,000

**Location** – Wales Golf Offices, Newport

**3 year contract** – average 35 hrs per week. The post holder will be required to work additional hours at peak times during the year to meet the needs of Wales Golf

We are the national governing body for amateur golf. Our vision is to make ‘Golf Everyone’s game, anywhere. We aim to create an environment in Wales where golf is safe and accessible for everyone to play and enjoy. Our values are to be real, innovative, people centered and operate with excellence.

An exciting job opportunity has arisen within Wales Golf, and we are now seeking to recruit a suitably qualified candidate who is dynamic, driven and versatile for the role of a Women and Girls Co-ordinator.

As part of our strategy Wales Golf has ambitious plans to grow the sport of golf for females throughout Wales. Currently, only 13% of Golf Club members in Wales are female. However, females represent over 50% of the participants in our beginner schemes. There is a huge latent demand in this area (identified in the Wales Active Adults survey and Syngenta research) highlighting the need assert greater focus and resource in this area.

This role requires an enthusiastic, team worker who is a great communicator, has the ability to build and maintain strong working relationships, and who has the ability to self manage with minimal supervision.

**Reporting to the Director of Development the post holder will:**

* Support both the Club and Community Development Officers in their roles to activate national programmes within the Women and Girls offer at local level.
* Represent Wales Golf at Women and Girls participation and education events and enhance the recruitment campaign.
* Develop and manage quality programmes that provide volunteers and coaches with the skills needed to develop strong structures that help retain Women and Girls in the game.
* Recruit ambassadors within, and outside of, the sport and make the best use of existing women and girls ambassadors.
* Share good practice and develop case studies to enhance the delivery of women and girls programmes to demonstrate successful recruitment and retention.
* Support the team in improving the governance structures of clubs in order to get more female representation in decision making positions within clubs.
* Promote the social side of the game and gather new participants together for fun competitions and networking events.
* Educate and advise clubs and the development team on running the best female and family specific recruitment and retention schemes
* Maximize promotional opportunities for Women and Girls Golf, such as running a Women and Girls Golf Month, linking to National Women’s Golf Day, the Sport Wales ‘Our Squad’ and Women’s Sport Week etc.
* Collate research in this area and develop guidance to disseminate to the development team and clubs
* Develop Girls Golf Hubs throughout Wales - clubs and facilities specialising in girl’s golf development with strong social, coaching and competition structures
* Run women and girls focus groups with participants to learn from their experiences and track progress
* Work closely with Wales Golf’s Championships Department to understand and develop appropriate competitions for Women and Girls

If you have the knowledge, desire and passion to contribute to the success of this exciting project, can help us deliver our strategic goals and want the chance to join our vibrant development team please download the full role description and person specification from our website ([www.walesgolf.org](http://www.walesgolf.org)) and go to the about us section. To apply please complete and return the application from and equal opportunities monitoring form (no CVs please) and email for the attention of sian.simmons@walesgolf.org

Closing date for applications: Wednesday 8th November 2017

Interviews take place: Week commencing the 27th November 2017

**Wales Golf is an equal opportunities employer.**

The post is contingent on the availability of external funding from the R&A for a period of 3 years. This funding is subject to annual review by the funding agency and should it be withdrawn prior to the expiration of the 3-year term employment will cease with appropriate notice. As the post is subject to external funding, there is also the possibility that the contract could be extended beyond the three year period