



COLNE GOLF CLUB

Following a retirement decision, the position of **Head Greenkeeper** at Colne Golf Club will become available on 17th March 2023.

To apply for this role (as detailed below), please send your CV and a covering letter addressed to “*The Chairman*” to secretary@colnegolfclub.com. Your covering letter should include details of how you meet the person specification, your current salary package and the names, addresses and contact details of 2 referees. *Referees will not be contacted prior to interview.*

The closing date for applications is **5pm on Tuesday 7th February 2023.**

Role:	Head Greenkeeper		
Working hours:	40 hrs/week (including weekend rota work during Competition season)		
Remuneration:	Salary - dependent on qualifications & experience		
Reports to:	Chair of Greens / Management Board	Staff responsibilities:	1 x Greenkeeper (fulltime). Volunteers as necessary.
Role description:	The Head Greenkeeper will assume overall responsibility to ensure that Colne Golf Club's 9 hole parkland course is kept in first class condition, working within annual budgets set by the Management Board and agreed by the Membership. Working within a small team, including volunteers, the role will involve key supervisory tasks as well as many normal greenkeeping duties, including ensuring that the course itself and all areas within the course boundaries are kept tidy, well presented, and are suitably maintained, in accordance with the wishes of the Management Board and membership. The Head Greenkeeper is expected to be self-motivated, leading by example in the undertaking of day to day tasks whilst, also demonstrating effective leadership and professionalism in supervisory aspects of the role. The role is full-time, with the flexibility to work early weekend mornings on a Rota basis required during the Competition season, to meet the needs of the membership.		

Colne Golf Club ■ Law Farm ■ Skipton Old Road ■ Colne ■ Lancashire BB8 7EB

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Competitions: CGCComps@gmail.com

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Person Specification

It would be advantageous for candidates to possess the below qualifications and experience:

	Essential (E) / Desirable (D)
Qualifications:	
<ul style="list-style-type: none"> NVQ Level 2 or equivalent in Sports Turf Maintenance or related qualification. PA1 and PA2 spraying certificates. PA6 spraying certificate. Full UK Driving licence. Current First aid certification. Chainsaw certification (CS30 & CS31). 	E E D E D D
Experience:	
<ul style="list-style-type: none"> Minimum 5 years greenkeeping experience. Previous experience as a Head Greenkeeper or Deputy. Previous experience of managing staff and/or volunteers. Previous experience of working within requirements of a budget. 	E D D D
Knowledge, skills and abilities:	
<ul style="list-style-type: none"> Sound technical greenkeeping and agronomy skills, including and understanding of course preparation and setup. Competent in the use and basic maintenance of a wide variety of greenkeeping machinery. Experience of undertaking general mechanical maintenance of greenkeeping machinery. Knowledge and understanding of health and safety legislation relating to greenkeeping equipment, chemical and waste handling. A clear understanding of the use and application of fertilisers and preventative treatments, including when they should be applied. Knowledge of course irrigation systems. 	E E D E D D
Other requirements:	
<ul style="list-style-type: none"> Strong communication skills, both verbal and in writing. Ability to work as an individual and as part of team. Willing and able to work flexible hours, including early mornings, evenings and weekends, as necessary to support the needs of the membership. Willingness to undertake any further training identified to meet current or future requirements of the post. 	E E E E

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Key roles and responsibilities

a) Course:	<ul style="list-style-type: none">• Carry out effective turf and course maintenance to the entire playing surface of the course, greens, tees, fairways, rough and surrounding areas through establishment of annual, monthly, weekly and daily maintenance schedules.• Implement treatment programmes as and when needed to manage the control of weeds, disease and pests (including appropriate action against moles, rabbits and other pests).• Maintain records of the application of pesticides, fertilisers, fungicides and herbicides.• Monitor and maintain the woodlands, scrub, heath, boundary fences and walls, ponds, streams and drainage ditches to ensure the safety of users on the course, and in accordance with any direction from Management or Greens Committees.• Prepare the course for daily play including marking hazards, no-play zones, penalty zones, setting of tee markers, preparation of bunkers, general green maintenance (including temporary greens when required), and maintenance of course furniture and pathways.• Operate and maintain the course irrigation system and the course drainage systems to ensure optimum performance.• Advise on and implement the use of temporary greens and tees when necessary.• Ensure the course is fit for play and advise on/implement the use of temporary greens and tees as required. When necessary for health and safety reasons, and/or in the event of significant adverse weather conditions, implement an appropriate course closure.• In conjunction with the Greens Committee, identify and plan opportunities for course improvements, including both summer and winter maintenance programs, and implement projects approved by the Management Board.
b) Machinery and equipment	<ul style="list-style-type: none">• Ensure that all machinery, tools and equipment are correctly cleaned, maintained and serviced as and when required.• Maintain a record of all equipment and an inventory of small hand tools etc.• Ensure that the greenkeeper's sheds, office and working areas are kept in a clean and tidy condition.• Ensure that all faults and defects are appropriately logged and reported, and ensure that any necessary remedial actions or repairs are undertaken.• Support the Greens Committee in the preparation and development of a rolling plan for the purchase of replacement and new equipment.• Ensure that all first aid kits are correctly stocked and readily available.

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	<ul style="list-style-type: none"> • Procure and maintain adequate stocks of pesticides, fertilizers, chemicals, top dressing and other consumables, liaising with appropriate suppliers as necessary. • Ensure the safe storage and handling of all materials, machinery, tools, equipment and chemicals in line with current risk assessments and any other relevant statutory requirements. • Ensure that all relevant risk assessments, COSHH, safe systems of work and safe operating procedures are documented, reviewed and followed (including use of appropriate signage) by all relevant members of staff and volunteers.
c) Staff and volunteers	<ul style="list-style-type: none"> • Manage the deployment of greenkeeping staff and volunteers, including the allocation of appropriate tasks on a daily basis, to ensure that work schedules are met. • Ensure all the Greens Staff and volunteers are familiar with the standards and procedures required by the Club, including having a full awareness of relevant risk assessments. • Ensure the Greens Staff are fully briefed to maintain the course adequately when on holiday or absent for any other reason. • Liaise with the Chair of Greens to identify training and development needs for the greenkeeping team, ensuring certified qualifications are maintained. • Be involved in the recruitment and induction processes for any new members of Greens staff sanctioned by the Management Board. • Where required, provide appropriate training and supervision for any new members of Green Staff or volunteers. • Liaise with the Chair of Greens and appropriate members of the Management Board to ensure the Clubs policies and procedures are followed, including leave and sickness management and any required disciplinary procedures involving Greens staff or volunteers.
d) Other	<ul style="list-style-type: none"> • Ensure the security of all sheds, storage facilities, office and other working areas used by the Green staff. • Attend all meetings of the Greens Committee and make a report. • Ensure that the Chair of Greens is regularly updated on matters including course conditions and intended works so that these may be communicated to members in a timely manner. • Assist in the preparation of the annual greens budget for approval by the Management Board. • Manage the annual Greens maintenance budget, ensuring that expenditure remains within budgetary limits. • Check supplier's invoices for all purchases in relation to the course prior to passing to the Club's Treasurer for payment. • Carry out any other reasonable duties commensurate with the post.

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