

PEEL GOLF CLUB

Club Secretary



Flexible working arrangements - up to 30 Hours a week (£15- £16 Per hour) plus attractive benefits.
Job share applicants will also be considered.

Peel Golf Club is a private members club with the highest number of golf memberships in the Island.

We are looking to recruit a Club Secretary and applications are invited from candidates who would be interested in joining this small yet busy team at Peel Golf Club.

This is an integral position within the club.

The successful candidate will be computer literate in the Microsoft Office Suite and it would be an advantage to have experience with Sage Accounts. They must be extremely organised and possess excellent verbal and written communication skills.

Previous experience as a club secretary would be beneficial.

This role would suit a person who has an interest in and a good knowledge of the game of golf, although this is not essential.

Duties will include but are not limited to:

Preparation for and attendance at some out of hours meetings to formally record minutes

Submission of statutory filing of company documents to Companies Registry

Payroll for a small team

Renewal of certain licences including Health & Safety, Fire Safety, Safeguarding & First Aid

Management of the golf memberships including new applications and annual renewals

Work with the management of the Fairway restaurant and to ensure the smooth running of the clubhouse

Work with the Directors, Captains Committee and Resident Professional to assist in the smooth running of the club including fixtures and associated duties

Handle all written correspondence and work with members on a day-to-day basis to answer any questions and queries

For more information, please email the Club Chairman, Russell Baker on
Russell.baker1969@gmail.com

This is an exciting and varied role, if you feel that this role would suit you, please send your written application marked **Strictly Private & Confidential**, with a current CV to:

The Chairman, Peel Golf Club
Rheast Lane, Peel
Isle of Man, IM5 1BG

Closing date for applications is 9th August 2024