



ENGLAND GOLF – SOUTH EASTERN GROUP

Position of Group Secretary/Treasurer

Following the retirement of the current Secretary/Treasurer, England Golf - South Eastern Group <https://southeastgolfunion.co.uk/> are looking for a replacement to join this progressive region.

The position offers an exciting opportunity, within the group of eleven county organisations, to oversee the running of the region with the main objectives being (but not limited to):

- responsibility for the Group's finances;
- arranging and attending various meetings (including preparation of Agendas & Minutes);
- coordinating, arranging and administering the fixtures including England Golf Qualifiers, Championships, Competitions and County League Finals;
- maintenance of the website, and social media.
- general administration of the Group's affairs.

Candidates should demonstrate the following qualities:

- good IT skills including the use of Microsoft Office, Word & Excel.
- an understanding of golf competition software would be an advantage.
- have an excellent understanding of Golf.
- have a working knowledge of bookkeeping and accounts.
- strong and effective communication skills.....and a sense of humour!
- Good organisational and administrative skills.
- Understand the variable demands of the position and have a willingness to work flexible hours, including some weekends.

Job Type: Part-Time. A traditionally voluntary role now includes a generous package (currently £16,700) to reflect the role's importance.

Place of Work: Remote working, although the role will require flexibility to travel for events and meetings. There will be some weekend work for events.

Application Process:

All interested parties should make an initial application, with an attached covering letter highlighting their experience, suitability and motivation for this position, together with a current CV to: Richard Arnold - secretary@hampshiregolf.co.uk

Closing date for applications is 15th October 2025