



Surrey Ladies County Golf Association Vacancy for a part-time County Secretary

The Secretary provides the SLCGA with administrative and organisational support, liaising with the Executive Committee, clubs and various golfing bodies to ensure the smooth running of all the county activities.

The successful candidate will need to have:

- good inter-personal skills
- up-to-date IT skills (word processing, spreadsheet, database expertise)
- website administration and management
- secretarial skills and experience.
- basic financial knowledge would be desirable
- access to their own car and a clean full driving licence
- some knowledge of running competitions on a golfing software ie Intelligent Golf
- ability to work on their own
- ideally they will live close to Sutton Green (Woking) and also be a golfer.

The role is expected to require 3 half days per week based in the Surrey Sutton Green office, plus approximately 12 additional full days (pre-planned) during the year. There may be scope to broaden the role but this would only develop during the year.

A draft set of responsibilities is available from the Captain (see below).

Remuneration £11,000 - £12,000 per annum

Travel allowance

Please apply by email to the captain, Lorna Robey, at captain@slcga.org by 6 February 2019 enclosing a short CV detailing all relevant experience.

If you would like further information in order to consider applying, please contact Lorna Robey as above.