

**JOB
VACANCY**

ASSISTANT GREENKEEPER

Description:

An exciting opportunity has arisen at Brandon Wood Golf Club for an Assistant Greenkeeper to assist in the maintenance and development of our golf course. The golf club is set in rural Warwickshire on the banks of the river Avon.

Duties will include bunker maintenance, mowing, hole changing, watering etc.

Experience of golf course maintenance/sports turf management or horticulture would be an advantage, as well as an understanding of health and safety regulations.

Own transport is essential as work will include early morning starts in a rural location.

Salary will be commensurate with experience and qualifications.

Department:

Operations

Hours: Average of 37 hours per week (seasonal)

Hourly Rate: £7.2094 - £7.9902

(topped up accordingly to national minimum wage and living wage)

Closing Date: 14th August 2018

For more information about the role and an application pack, visit our website at www.coventrysports.co.uk and complete the main application

Coventry Sports Trust is an equal opportunities employer.



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 www.coventrysports.co.uk



ASSISTANT GREENKEEPER



Post Information

Section/Team:	Golf Course Maintenance
Location:	Brandon Wood Golf Course
Responsible to:	Head Greenkeeper
Contract Type:	Full-time

Job Description

Role:

1. To assist the Head Green keeper in the provision of high quality golf facilities at Brandon Wood Golf Course.
2. To champion the golfing facilities provided by Coventry Sports Trust.
3. To assist the Head Green Keeper in implementing the development of the golf course.

Key Objectives:

1. To facilitate the provision of golf to the highest standard.
2. To review standards and recommend changes to course maintenance to reflect the needs of golfers.
3. To review the level, nature and deployment of all resources and make adjustments to service delivery.

Key Activities:

1. As an active member of the Greenkeeping Team, delivers a programme of cyclic maintenance and redevelopment work.
2. Ensures that all Health and Safety legislation is complied with and that a safety culture is promoted and immediately reports to the Line Manager or other appropriate employee, all issues of health, safety and welfare that may lead to harm of self or others, or takes remedial action as appropriate.
3. Assists in the provision of high quality maintenance in all areas of golf course using all relevant technical skills.
4. Assists in the preparation of horticultural machinery for course maintenance including routine maintenance and periodic refurbishment and repairs.
5. Contributes to the promotion and marketing of the golf course.
6. Promotes and establishes a culture of 'inclusively', 'customer care', 'quality service' and 'continuous improvement' among colleagues and within activities, encouraging ideas and suggestions for service improvements.
7. Confronts and tackles the conduct and behaviour of employees, customers and other visitors, where not taking action may lead to injury or distress, either directly or through support of manager or other appropriate employee(s).

Person Specification		
Appointment Requirement: Shown as 'E' (i.e are essential for candidates to possess before appointment will be considered), or 'D' (i.e are desirable and may give some advantage when considering appointment).	E/D	Assessment See end note
Technical Requirements		
T1. NVQ Level 2 in relevant discipline, e.g. Sports Turf Maintenance (Holds or will be required to undertake).	D	2,4,5
T2. Land management skills sufficient to promote and maintain a golf course.	D	2,4
T3. Knowledge of maintenance requirements of specialist golf course machinery.	D	2,4
T4. First Aid at work qualification.	D	2,5
T5. Formal Health & Safety training – e.g. equivalent to NVQ Level 2 (including use of horticultural chemicals).	D	2,5
T6. Knowledge of Health and Safety issues as they relate to employees and customers on a golf course and in related maintenance or other public access areas.	E	2,4,5
T7. Ability to assimilate, interpret and apply the Golf courses policies and procedures.	E	2,4
T8. Written communication skills sufficient to compose correspondence and to transmit instructions to staff and suppliers.	E	2,3,4
T9. Oral communication skills sufficient to converse effectively with managers, colleagues, suppliers and customers.	E	2,3,4
T10. Numerical skills sufficient to check timesheets and stock levels.	E	3,4
Organisational Requirements		
O1. Evidence of commitment to quality service provision and customer care in carrying out duties, and ability to establish and enforce appropriate standards.	E	2,4
O2. Sensitive to how different customers may have different needs or expectations and works proactively to address them.	E	4
O3. Displays the confidence and desire to tackle known or suspected breaches to Company policies and procedures, or to legislation, either directly or through support of manager.	E	4
O4. Advocates the Companies vision and values and adheres to its Employee Code when carrying out duties.	E	4
O5. Evidence of the understanding of the importance of maintaining confidentiality and discretion, and of the ability to practice it.	E	4

Personal Requirements		
P1. Ability to exercise judgment in order to make sound decisions.	E	4,6
P2. In order to meet business and service requirements, demonstrates flexibility to:	E	4,6
a) Comply with 'shift work' (usually including Bank holidays, evenings, early starts and weekend working).	E	4,6
b) Work at other facilities operated by the Company.	E	4,6
c) Undertake 'cover duties' in the absence of staff, or to 'drop down' in the absence of team members.	E	4,6
P3. Evidence of ability to:		
a) Make difficult decisions impartially and objectively.	E	4,6
b) Seek win-win solutions and minimize conflict in the achievement of work plans.	E	4,6
c) Work under pressure.	E	4,6
d) Work to deadlines and priorities.	E	4,6
e) Work on a number of varied and challenging tasks.	E	4,6
f) Work with minimum supervision to work programmes, seeking advice and guidance on new, complex or non-routine matters as appropriate.	E	4,6
Assessment Notes		
Assessment Codes:		

- 1 = Test, pre - interview screening
- 2 = Application Form
- 3 = Test, part of selection process
- 4 = Probing at Interview
- 5 = Documentary Evidence
- 6 = References
- 7 = Other, please specify

Desirable requirements that are “weighted”, (i.e. those that will be given more importance than other desirable requirements), are marked *.

Number of requirements to be measured from the Application Form:

Essential = 21
Desirable = 5

Selection Notes

Selection requirements and working methods will comply with the Disability Discrimination Act's requirements to make “reasonable adjustments” and with all other relevant legislation – in particular, equality legislation covering race, gender, marital status and part-time and flexible working, and health and safety legislation covering ‘working time’ and young and pregnant workers.

If you wish to discuss this further, please contact the Human Resources Team on 02476 252553

Pre – Employment Checks

This post is subject to exemption from The Rehabilitation of Offenders Act.

All appointments are subject to the receipt of satisfactory references, medical clearance and ability to comply with the Asylum & Immigration Act (1996)

Other

The location shown at the top of this document indicates principal location, but successful candidates may be required to work from any location from where the Company currently, or in the future, operates its business.

The Company currently operates from Coventry Sports & Leisure Centre, The Moathouse Leisure and Neighbourhood Centre, Brandon Wood Golf Course.

The duties reflected in this Job Description should be used for guidance purposes only. All employees are required to carry out any duties commensurate to their role and salary.