

Dundas Parks Golf Club

Club Manager – Job Outline

Golf Club Manager – Dundas Parks Golf Club, South Queensferry

Dundas Parks Golf Club is a long-established, friendly members' club set within the Dundas Castle Estate. With a strong community identity, an active membership, and a commitment to continuous improvement, the club is seeking an experienced and proactive **Golf Club Manager** to lead day-to-day operations and support the Council in delivering the club's strategic vision.

This is a key leadership role requiring excellent organisational capability, strong financial and administrative skills, and a member-focused approach. A deep understanding of Scottish Golf governance and hands-on experience with **ClubV1 VMS** or other club management system are essential.

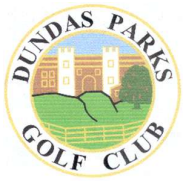
Role Overview

The Golf Club Manager is responsible for the smooth and effective running of all administrative, operational, and commercial aspects of Dundas Parks Golf Club. This includes managing memberships and subscriptions, overseeing financial processes, coordinating open competitions and events, supporting staff, and developing commercial partnerships. The role requires strong IT proficiency, confident communication, and the ability to work independently while supporting a volunteer-led governance structure.

Key Responsibilities

1. Subscription Management

- Manage all aspects of membership subscriptions, renewals, resignations, and onboarding.
- Maintain accurate membership records within **ClubV1 VMS**.
- Administer membership categories, subscription rates, and payment plans.
- Monitor membership trends, retention, and recruitment opportunities.
- Liaise with Scottish Golf to ensure accurate handicaps and compliance with governance requirements.
- Develop initiatives to support membership growth and member engagement.



Dundas Parks Golf Club

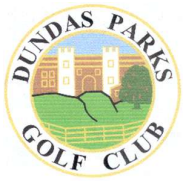
Club Manager – Job Outline

2. Invoicing & Financial Administration

- Generate and manage invoices for subscriptions, visitor fees, events, and corporate bookings.
 - Management of supplier contracts and payments.
 - Monitor outstanding payments and implement effective credit control.
 - Reconcile daily income streams including subscriptions, green fees, and sponsorship payments.
 - Work with the Treasurer and Council to support budgeting and financial reporting.
 - Ensure all financial data within ClubV1 VMS is accurate and up to date.
 - Maintain secure, compliant, and auditable financial records.
-

3. Day-to-Day Club Management

- Oversee daily club operations, ensuring high service standards across all areas.
- Coordinate open competitions, events, and tee sheet management using ClubV1, especially for visitors.
- Act as the primary point of contact for member enquiries and operational issues.
- Ensure compliance with health & safety, data protection, and club policies.
- Maintain a professional, welcoming environment for members, guests, and visitors.
- Regular communication with Dundas Castle Estate.
- Liaison with the Club House Convenor to ensure the smooth running of the clubhouse facilities.
- Provide a Club management report to the Council meetings and prepare agenda and minutes for the Council meetings.



Dundas Parks Golf Club

Club Manager – Job Outline

4. Corporate Sponsorship & Commercial Development

- Develop and maintain relationships with corporate sponsors and local businesses.
 - Identify new sponsorship and partnership opportunities to enhance club revenue.
 - Negotiate sponsorship agreements and ensure delivery of agreed benefits.
 - Promote corporate golf days and business engagement events.
 - Monitor and report on sponsorship performance and commercial outcomes.
-

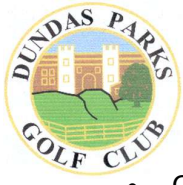
Key Skills & Experience

Essential

- Proven experience in golf club, sports, leisure, or hospitality management.
- Strong IT proficiency, including:
 - **ClubV1 VMS** (membership, competitions, invoicing)
 - Microsoft Office (Excel, Word, Outlook)
 - Email marketing and digital communication tools
- Working knowledge of Scottish Golf systems, governance, and handicap administration.
- Strong financial administration and invoicing experience.
- Excellent organisational and administrative skills.
- Confident leadership and staff management capability.
- Professional communication skills with members, committees, and corporate partners.
- High attention to detail and ability to manage multiple priorities.

Desirable

- Experience working within a Scottish golf club environment.
- Understanding of WHS/handicap system processes.
- Experience developing sponsorship packages and commercial strategies.



Dundas Parks Golf Club Club Manager – Job Outline

- Qualification in Golf Club Management, Business Management, Sports Management, or a related discipline.
-

Personal Attributes

- Proactive and commercially minded.
 - Approachable and member-focused.
 - Highly organised and detail-oriented.
 - Able to work independently and take initiative.
 - Flexible and adaptable to the needs of the club.
-

Working Hours

- Up to 30 hours per week on the whole Monday to Friday, but with 1 or 2 weekend days per month. (Note: The Club can be flexible, and exact hours will be mutually agreed with the chosen candidate.)
 - Flexibility required for evening Council/Committee meetings and the AGM.
 - Occasional additional attendance for key club events or sponsor functions.
-

How to Apply

Applicants should submit a CV and covering letter outlining their suitability for the role to:

Dundas Parks Golf Club, Kirkliston Road, South Queensferry, EH30 9SS

Or by email to:

enquiries@dundasparksgolf.co.uk

Closing date: **30th April 2026**