

## Taranaki Golf Participation Officer Position Description

### Roles and Responsibilities

#### Futures

The GPO is responsible for the development and running of the Taranaki Futures Hub.

The main functions involved with the Futures Hub are

- Development of the Futures Hub to the requirements of Golf NZ.
- Maintenance of the web site content as required by TGA and/or GNZ
- Development and maintenance of consistent social media content and delivery by the participating clubs.
- Organisation of Futures events to be hosted at participating clubs.
- Provide support to Futures programmes at participating clubs in regard to
  - Running a Futures programme
  - Understanding the Futures philosophy
  - Assistance with obtaining and retaining volunteers
  - Support of the club's Futures Coordinator
  - Organisation and running of introductory events at clubs

#### Golf in Schools

The GPO will work with schools to provide exposure to golf to as many young people as possible within the bounds of access that schools may choose to grant inside or outside their curriculum.

The GPO will facilitate the in-school presentations of golf when requested by a school.

The GPO will also establish a liaison relationship between schools and the district's golf clubs.

The liaison functions are to

- Develop and deliver a golf package for schools. The golf package will provide all information necessary for a school to hold a golf event at a club with minimal organisation required by the school.
- Develop a relationship with the schools to encourage the schools to have TGA as their first point of contact when wanting to engage in golf.
- Implement Balance is Better practices and other Golf NZ initiatives for the benefit of Golf in schools in Taranaki.
- When approached by a school, the GPO will locate a club on behalf of the school and liaise with the club to run the school event.
- Liaise with TSSSA around secondary school events and increasing participation and opportunities for secondary schools in Taranaki.

## Women and Girls in Golf

The GPO will work with the CE in helping the TGA and its member clubs adopt the Women and Girls Ambition Plan.

- Develop a strategy for the TGA to implement.
- Provide support to clubs in establishing their strategy.
- Develop achievable initiatives to help grow participation and membership numbers amongst women and girls.

## Additional Duties

- Assist the CE in making funding applications for Futures, Golf in Schools and Women and Girls in Golf programs/initiatives.
- Assist in organising and running key TGA golf events during the year. Including the Taranaki Age Group Championships, Taranaki 5000 & TGA Fund Raising Ambrose Tournament.
- Attend key TGA & Third Party run workshops, meetings and forums if required.

## Reporting

The GPO to report directly to the CE.

A weekly meeting to be held with the CE – either face to face or via virtual platforms.

The GPO will submit a monthly summary report of activities to the CE for presentation to the board.

The report will also highlight any issues or initiatives that the board are required to address.

## Health and Safety

The GPO will ensure that all health and safety requirements are met as per the TGA policies. This also includes the requirements of the Child Protection Policies of the TGA.

## Professional Development

The GPO will undertake professional development as directed by the TGA.