

VACANCIES ON ENGLAND GOLF COMMITTEES - GUIDANCE FOR APPLICANTS

Introduction

Thank for your interest in applying for a position within the Disciplinary / Appeals panel and Case Management Group of England Golf.

Within this pack please find the following;

- An application form
- An introduction to England Golf
- Role descriptions for each of the vacant positions

These are voluntary positions and no remuneration will be paid for carrying out these duties, although reasonable expenses will be reimbursed.

Current vacancies

We currently have vacancies for the following positions;

- Disciplinary and Appeals Panel Chair / Member
- Case Management Group Member

Skills and experience

The skills and experiences required for each role are presented within each role descriptor. Please highlight the skills and experience you would bring to this role clearly within the application form.

Your application and closing date

You should submit your application using the form enclosed. This can be submitted via email or post and the form can be downloaded from our website at www.englandgolf.org/vacancies.

The closing date for applications is Tuesday 7th April at 1pm. Successful applicants will be informed by Friday 24th April 2015.

The appointment process

All of the positions are being openly recruited.

All applications will be assessed by a panel. If interviews are required these may take place over the phone, Skype or at a mutually convenient date. If the panel feel that face to face interviews are not required they may appoint based on information contained within the application form and telephone interviews. It is important that applicants complete the form by providing as much relevant information as possible.

Should you require any further information, please contact the Human Resources Department at England Golf on 01526 351845.



**ENGLAND GOLF VOLUNTEER - APPLICATION FORM – Disciplinary / Appeals
Chair / Member or Case Management Group. (delete as appropriate)**

APPLICANT'S PERSONAL DETAILS

Title: First Name:

Surname:

Address:

Postcode:

Telephone home:

Mobile:

Email:

EXPERIENCE & ACHIEVEMENTS

Please use the space below (use extra sheets as required) to provide details which outline the skills and experiences which make you a suitable candidate for the position for which you have applied. This should include your professional and golfing experience and any other volunteering experience which you would like to include. You may also include your C.V.

HEALTH DETAILS

Is there anything we need to know in order to offer you a fair selection interview? For example, do you need a signer or interpreter or require an accessible interview room?

SELF DISCLOSURE

The role you are in or have applied for may involve frequent or regular contact with or responsibility for children, you may also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role. Evaluation of information is based strictly on confidentiality and discretion.

If you require confidential advice in relation to completion of this form, please call England Golf Compliance department on 01526 351824

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information)</i>
---	--

**ENGLAND GOLF VOLUNTEER - APPLICATION FORM – Disciplinary / Appeals
Chair / Member or Case Management Group. (delete as appropriate)**

	<i>below):</i>
Have you ever been convicted of any offences?	YES / NO <i>(if Yes, provide information below):</i>
Are you subject to any pending prosecutions?	YES / NO <i>(if Yes, provide information below):</i>
Are you disqualified from working with children and young people, either through a court imposed disqualification order or through your inclusion on the Barred Children's List of those banned from working with children?	YES / NO <i>(if Yes, provide information below):</i>
Has a previous organisation where you were either an employee or a volunteer ever taken disciplinary action against you or are you currently the subject of any complaints or investigations?	YES / NO <i>(if Yes, provide information below):</i>

**ENGLAND GOLF VOLUNTEER - APPLICATION FORM – Disciplinary / Appeals
Chair / Member or Case Management Group. (delete as appropriate)**

Has a previous employer dismissed you or have you been asked to no longer act as a volunteer for any organisation?		YES / NO <i>(if Yes, provide information below):</i>	
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?		YES / NO <i>(if Yes, provide information below):</i>	
Confirmation of Declaration <i>(tick box below)</i>			
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that any position, whether employee, consultant or volunteer may be withdrawn or disciplinary action may be taken if any relevant information is not disclosed by me and subsequently comes to the organisation's attention.		
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.		
<input type="checkbox"/>	I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in my dismissal at any time in the future. I declare that the information I have given on this form is correct.		
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.		
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be shared by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.		
Print name:		Signature:	

**ENGLAND GOLF VOLUNTEER - APPLICATION FORM – Disciplinary / Appeals
Chair / Member or Case Management Group. (delete as appropriate)**

REFERENCES

Please provide the contact details for two individuals who can provide a reference to support your application:

Name

Email

Telephone

Name

Email

Telephone

DATA PROTECTION NOTIFICATION

Information you have provided in completing this application form will be used to process your application. The company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION

I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signed:

Date:

DECLARATION

I confirm that the above information is correct and that any false or misleading information may lead to the termination of appointment on the Panel.

Signed:

Date:

Please complete and return your application to:

Human Resources Officer
The English Golf Union
The National Golf Centre
The Broadway
Woodhall Spa
Lincolnshire
LN10 6PU

Email: m.price@englandgolf.org

Closing date for applications is Tuesday 7th April 2015 at 1pm.

What we do

England Golf is the governing body for amateur golf in England and is one of the largest sports governing bodies in England looking after the interests of over 1,900 golf clubs and 710,000 men and women club members.

England Golf launched its new [strategy](#) in mid-2014. The plan has four very clear ambitions;

- To increase the number of people who play golf at least once a week from the baseline of 675,000 in 2014 to 910,000* by March 2017
- To reverse the decline in club membership which has been occurring annually since 2005 and stabilise club membership at the July 2014 level of 675,000 members
- To strengthen the talent development pathway from club to national level, leading to even more international success for English players
- To improve communications, governance and partnerships at all levels within England Golf

*910,000 people playing golf at least once a week is a target agreed with Sport England as part of the England Golf Partnership Whole Sport Plan 2014-2017. The target within this strategy will reflect the agreement with Sport England and may be subject to change.

The strategy is bringing clearer focus to the work of England Golf around increasing participation, increasing club membership, supporting the development of golf clubs and communicating more effectively with members.

Golf stats!

Golf is the fifth most popular sport in terms of participation: over 1.1 Million play monthly*, 730,000 play weekly* (after swimming, athletics - including running, cycling and football)

535,000* golfers have taken part in a competition in the last 12 months

*Active People Survey 8, Sport England

What we do

- Manages and runs the national elite performance programmes - there are over 60 promising amateur players on the England Golf National Performance programme. These top amateurs may not be 'household' names yet, but the aim of England Golf is to support these players to enable them to break into the top 10 of the Amateur World Golf Rankings and to help them to transition into the professional ranks and follow in the footsteps of those who have already converted their amateur talent to Tour success including, Luke Donald, Lee Westwood, Justin Rose and more recently Danny Willett, Chris Wood, Mel Reid, Charley Hull and Holly Clyburn.
- Stages circa 40 national championships for schools, junior, men's, women's, and seniors. In spite of its high profile professional image, golf thrives at club level and the competitions run by England Golf for counties, clubs and individuals have 10,000s of participants.
- England Golf manages an extensive development programme that aims to increase participation in golf. Golf Mark and Get into Golf are two examples of successful development initiatives, with the latter helping to introduce over 62,000 people to the game during the 2014 summer months.
- Manages a dedicated Club Support department that assists all golf clubs in their day to day business requirements from tax and legislation to handicapping queries and environmental issues.
- We have an active online community - the England Golf website receives on average over 139,000 visits each month, our twitter account has over 18,800 followers and we have over 2,300 followers on Facebook

ROLE DESCRIPTION

TITLE:	Disciplinary and Appeals Panel Chair / Member
DEPARTMENT:	Governance
RESPONSIBLE TO:	Director of Planning and Governance
TERM OF APPOINTMENT:	Three years

RELATIONSHIPS:

Internal: Director of Planning and Governance, Compliance Officer

External:

LOCATION:

Intermittent Panel Hearings at Woodhall Spa or alternative venue where appropriate.

PURPOSE OF PANEL:

To act as decision making panels in relation to disciplinary and appeal hearings, including but not limited to: Discipline, Equality, Anti-Doping, Safeguarding and Squad Selection.

SKILLS & KNOWLEDGE:

Committee members shall be expected to have the following skills or experience:

- Knowledge of one or more of the following areas: Legal / Disciplinary process, Equality, Anti-Doping, Safeguarding; elite golf; the rules of Golf and/or unified handicapping as applied by CONGU.
- To have an understanding of golf at grass roots and/or elite amateur level.
- To be able to give time as required (sometimes at weekends and/or evenings) to travel to and attend Panel or Arbitration Committee hearings or as may be required for mediation or expert determination.
- To be able to relate to and communicate with all those involved in such processes with understanding and insight into their situations and concerns.
- To be able to assess the quality and quantity of evidence and argument brought before a Panel or Arbitration Committee in an open, practical and fair-minded way and to be decisive in conclusions.
- To observe the fundamental objective of securing as expeditiously as possible a just outcome to all issues.
- Above all to be and to be seen to be entirely impartial and without prejudice in determining issues strictly within the framework of the current England Golf Policies and procedures.

KEY RESPONSIBILITIES:

- To attend intermittent panels as they arise during the year.
- To sit as a member of one or other of the Panels to adjudicate on issues brought before it
- To be a member of a body from which mediators, arbitrators and experts can be drawn to resolve issues referred to mediation, arbitration or determination by expert

ROLE DESCRIPTION

TITLE:	Case Management Group (CMG) member
DEPARTMENT:	Governance
RESPONSIBLE TO:	Director of Planning and Governance
TERM OF APPOINTMENT:	Three years

RELATIONSHIPS:

Internal: Director of Planning and Governance, Compliance Officer

External: Safeguarding lead for The PGA, The Golf Foundation and Golf Union Wales

LOCATION:

Meetings at Woodhall Spa or alternative central venue where appropriate.

PURPOSE OF PANEL:

To provide advice and guidance in relation to safeguarding concerns, cases and Adverse DBS disclosures.

SKILLS & KNOWLEDGE:

Group members shall be expected to have skills in the following areas;

1. Current or Previous knowledge of safeguarding and child protection management achieved from statutory agency, legal, Human Resources or other relevant experience.

OR Knowledge and experience of Golf Club management and/or golf at grass roots level.

OR PGA membership and proven experience of teaching golf skills to all ages, and levels of abilities.
2. Significant knowledge and experience or interest in the safeguarding of children and young people in the sport or voluntary sector.
3. Understanding of the statutory context in which sports NGBs and bodies operate and provide activities for children and young people.
4. Ability to interpret and resolve complex and sometimes conflicting information around concerns received by the CMG.
5. Excellent communication skills, including the ability to present complex information clearly and concisely in oral and written form.
6. Diplomacy
7. The ability to demonstrate a high level of confidentiality.

PERSONAL QUALITIES

1. Child and young person focussed
2. Able to deal in a helpful, friendly and professional way with a wide range of people
3. Analytical, ability to assess and balance risks, and willing to back judgement
4. Flexible and a team player
5. Highly developed sense of personal integrity

KEY RESPONSIBILITIES:

- to attend up to nine Case Management meetings per year.
- to provide advice and guidance on safeguarding cases and adverse DBS Disclosures as part of the CMG to the lead safeguarding officers from Golfing organisations as required
- to ratify any actions already taken by member organisation safeguarding Lead Officers as part of the CMG
- to initially assess and agree immediate response through agreed triage process as part of the CMG
- to identify appropriate 'route' for cases as part of the CMG (e.g. internal/disciplinary action alone or referral to statutory agencies plus internal/disciplinary action)
- to ascertain the level (from local to national) at which the organisation will deal with the concern as part of the CMG
- to consider the need for temporary/interim suspension orders as part of the CMG
- to support effective review of the progress of safeguarding cases
- to support identification and communication of learning from cases