



Job Description – Club Manager

Role Context

Elgin Golf Club is a premium golf club within multiple Scottish Top 100 Course Rankings established in 1906, offering the highest standards to its members and visitors on and off the course. Our aim is to be the best inland course and club in the North of Scotland and be the club of choice in Moray. We have strong membership numbers and this is part of what we believe contributes to be the “Elgin Experience”. Our golf course is maintained to the highest standards and our club house is warm and welcoming where our members and guests “Experience” the best of service and facilities.

The club is entering an exciting and important phase of development. A course masterplan is currently being delivered by MacKenzie and Ebert, alongside a clear strategic focus on sustainability, member experience and the long term improvement of both the course and clubhouse facilities.

Job Purpose

The Club Manager is a senior leadership position responsible for the overall management and day to day operation of Elgin Golf Club. Working closely with the General Management Committee strategy, the role provides delivery of leadership across all areas of the club, ensures strong operational and financial performance, and delivers the strategic priorities of the membership.

The role includes responsibility for implementing agreed actions arising from annual member surveys, while maintaining the traditions, standards and culture expected of a Scottish Top 100 members golf club.

As well as to lead and manage all aspects of the club’s operations, ensuring financial sustainability, an excellent member and visitor experience, effective staff leadership, and the successful delivery of strategic and course development objectives.

Reporting to: Club Captain and General Management Committee

Scope and Key Responsibilities

- To have executive responsibility for all aspects of the administration of the Club estate and its premises within the framework of the Club’s Strategic Plan, policies, procedures and approved budgets.
- Have a working knowledge of golf course development and maintenance
- To supervise the provision of golf and competitions for members and visitors.
- Manage a team of employees and contractors. Coach, lead and motivate a skilled management team comprising the Head Green Keeper, Accounts & Clubhouse Manager, Golf Services Admin, Head Professional and the Catering Franchise Manager.



- Exercise marketing skills to promote the club locally, regionally, nationally and internationally.
- Manage the club's finances prudently and proficiently.
- Be abreast of all current legislation and ensure the club is in regulatory compliance
- Create a welcoming atmosphere to support volunteering at the club.

Knowledge, Skills and Experience

- Experience of management with proven leadership and interpersonal skills within a Golf Club, Leisure or Membership Organisation.
- Strong financial and commercial acumen with a track record in budgeting and business planning.
- Ability to work effectively within a committee led governance structure.
- Strong organisational abilities and attention to detail.
- Experience of HSE compliance in relation to managing an operational facility and the Health & Safety at work act
- Proficiency in communication, relevant I.T. systems and use of social media.
- Experience of Golf Management Software, specifically Club Systems, BRS and Scottish Golf.
- Experience of Xero would be an advantage
- A focus on continuous improvement.

The Club is progressing and planning a number of capital projects linked to course, clubhouse and infrastructure development. The role will include assisting with the costing, planning and coordination of capital projects, working alongside consultants, contractors and committees. In addition, involvement in identifying and supporting applications for grant funding and external funding opportunities will form part of the role, in line with the Club's strategic objectives.

Salary and Benefits:

Basic salary range from £45,000 (as with guidelines from Committee for Golf Club Salaries) - Benefits include: Club Pension, Flexible Working, free golf membership, CMAE – Scotland Membership, Life Insurance.

The Club Captain and Council welcome applications emailed to the Club Captain by 5pm on Wednesday September 30th 2026: stevie.milne@elgingolfclub.com

The application should be accompanied with a covering letter and your Curriculum Vitae (CV), setting out qualifications, experience and two references who may be contacted by the club.

The covering letter should clearly articulate what you can bring to the role and to Elgin Golf Club and why you want to be considered for this position at this stage of your career.