

Projects Director – Job Description

General

The Projects Director is an Executive Director of the Golf Club. Working closely with the Chairman, and other Board Directors, and will lead the planning, oversight, and delivery of major capital projects and long term infrastructure improvements that support the Club's Strategic Plan. The role ensures that all significant projects are professionally governed, financially sound, and delivered to a high standard.

The Projects Director should possess strong leadership, organisational and communication skills as well as demonstrable experience in project management or similar fields.

The Director is expected to attend and contribute actively to all relevant Board and Committee meetings throughout the year and uphold the Club's values in all decision making.

Key Responsibilities

- Lead the development of a five year rolling infrastructure and capital projects plan, aligned with the Club's Strategic Business Plan.
- Present project strategies, priorities, and investment proposals to the Board for approval.
- Ensure all projects follow appropriate governance, risk management, and reporting processes.
- Work collaboratively with the Finance Director and Chairman to set annual capital budgets and long term financial forecasts.
- Oversee the planning, procurement, and delivery of major projects.
- Liaise with the Club Manager and other Directors where projects intersect with other operation.
- Establish clear project milestones, KPIs, and reporting mechanisms to track progress, risks, and costs.
- Ensure all works comply with relevant legislation, health & safety requirements, and environmental standards.
- Provide leadership, guidance, and coordination to project sub committees
- Ensure timely escalation of issues, risks, or decisions requiring Board approval.
- Provide regular updates to members on project progress, timelines, and impacts on Club operations.

- Produce clear written reports for the Board and membership, including project schedules and performance against targets.

Experience

Candidates for the role must have been a member of Rothley Park Golf Club for at least six years during which time they will ideally have had experience of working on sub committees or working groups.