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**Job Description**

**Job Title:** National Development Manager – (NDM)

**Report to:** Director General – TBC by Indian Golf Union (IGU)

**Liaison with:** Development sub committee or applicable committees - TBC

**Hours:** TBC hours weekly on average. The post-holder will be required to work additional hours at peak times during the year to meet the needs of the IGU.

**Salary:** TBC

**Main purpose of position:**

To develop and manage all national development in India with a particular emphasis in junior golf and grass root initiatives.

To work alongside the National High Performance Manager (HPM) to ensure there is a clear pathway and transition for emerging players to the National squads and Elite Performance programme.

To implement the objectives of the IGU that relate to improving Golf Development in India.

**Key Responsibilities will include but not limited to:**

* Develop, implement and manage the IGU’s national junior golf program and strategies including the production of the National Development Plan
* Develop and manage, in conjunction with IGU Committee(s), a development programme that fosters the application of best-practice coaching techniques and programmes for junior golf and at grass roots levels.
* Set out clear objectives and KPI’s for the Zone Development Officers
* Supervise, support and manage the performance of the Zone Development Officers.
* Liaise with golf clubs, educational authorities, schools, sponsors and other organizations concerning golf development initiatives and programs
* Initiate and oversee the operation of an Indian Junior Golf Foundation
* Oversee all development aspects of the Player Development Pathway by working along side the High Performance Manager.
* Establish a coach education programme to promote a train the trainer resource.
* Utilize when applicable best practice templates and resources from International Federations and Governing bodies.
* Develop and maintain good relationships with all key stakeholders of the golf industry in India including but not limited to amateur and professional tours, state associations, manufacturers, sponsors, media and international bodies for the benefit of golf in India.
* Establish a development database system, capturing golfers and volunteers details.
* Coordinate communication and education sessions with parents.
* Liaise with golf clubs, schools, sponsors and other organizations concerning development initiatives and programs.
* Work with suppliers to establish the correct equipment required to deliver the National Development Plan.
* Ensure that all activities are conducted in safe and learning environments.
* Report within agreed timelines to applicable IGU committee(s) and/or government agencies performance against agreed targets.
* Prepare, implement and monitor budgets.
* Set out clear objectives for the HPM and NDM assistant to help in day to day activities.
* Undertake any other duties which the IGU may at any time deem necessary.
* As required under the relevant legislation, exercise person responsibility for health and safety.
* Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Union’s policies and procedures.

**PERSON SPECIFICATION**

* Preference to be qualified to degree level or equivalent.
* Preferred knowledge in golf and experience in Sports development.
* Highly motivated and result orientated with the drive to continually improve and raise standards.
* A proven track record of implementing, at national level, sports development programmes over a sustained period of time.
* Ability to think strategically and express ideas clearly both in writing and verbally
* Experience in budget management and financial implementation.
* Ability to manage both professional and volunteer staff involved in the organisation.
* Excellent time management skills and the ability to prioritise work effectively.
* Balanced decision making skills
* Effective networking skills in order to build relationships for mutual benefits with partners and organisations with an interest in Golf in India.
* Good IT skills.
* Willingness to work flexible hours.