



the home of golf®

Role Profile

Role Title: Partnership Assistant	Duration of Post: Permanent
Reports to: Head of Partnerships	Working Hours: 35 hours – Monday to Friday (and event flexibility)
Directorate: Commercial Director	Location: Office-based, St Andrews

Main Purpose of Role

To assist partner activation projects and events as well as the delivery of new and innovative ideas. The partners of SAL are Allianz, Toro, Callaway, Rolex, TSI, NBC and Topgolf. The Partnership Assistant will ensure the strategic objectives of all stakeholders are delivered.

The Partnership Programme enhances the experience of guests visiting the Home of Golf. The role of Partnership Assistant is vitally important in order for SAL to continue growing its global reputation as a world-class destination. Furthermore, The Old Course plays host to the 150th Open in 2022. This brings increased partnership activity and attendees to the town that requires thorough coordination

Key Duties and Responsibilities

- Build relationships with key stakeholders
- Liaise with partners and support agencies to develop and deliver new activation ideas
- Support the Partnership Executive and become an integral part of building and sustaining relationships on a daily basis
- Organise Partner golf tournaments
- Play a key role in organising partner events and support guests on-site in St Andrews
- Assist film & photography projects
- Liaise with all internal departments within St Andrews Links to ensure consistency of delivery
- Support the wider overall communications team across a variety of projects when required
- Assist in drafting partner facing material and presentations
- Provide support to facilitate smooth day to day administration
- Any other duties as required

This above list is a summary of the main responsibilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.



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Attributes	Essential	Desirable	Means of Assessment
Education and Qualifications	Good basic education		CV
Experience and Knowledge	Strong IT skills; excellent knowledge of MS Word Excel, PowerPoint and Outlook	Golf knowledge is preferred but not essential	CV & Interview
Competencies and Skills	<p>Excellent problem solving skills</p> <p>First-rate organisational and communication skills</p> <p>Ability to work independently Proactive and keen to contribute as part of a team</p> <p>Strong prioritising and organisational skills; efficient and effective.</p> <p>Hold a driving licence</p>	<p>Ability to multi-task and work well under pressure</p> <p>Methodical and creative</p>	Interview
Other Attributes/Abilities	<p>Flexible; willing and able to learn and develop</p> <p>Ability to work flexible hours during events</p> <p>Self-motivated with a positive attitude</p> <p>Live by our organisational values; Authentic, Responsible, Open, Passionate and Enterprising</p>		Interview

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.



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Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

Obligations as an Employee

- You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.
- You are required to comply with the Trust's health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.
- You are responsible for applying the Trust's equality and diversity policies and principles in your own area of responsibility and in your general conduct.
- You have a responsibility to promote high levels of customer service within your own area of work.
- You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.
- You may, with reasonable notice, be required to work within other areas of the Trust.
- You have the responsibility to engage with the Trust's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

Other Information

To apply for this position, please submit a CV and covering letter to people@standrews.com