

SECRETARY PROFILE: GULLANE GOLF CLUB EAST LOTHIAN, SCOTLAND

THE SECRETARY OPPORTUNITY AT GULLANE GOLF CLUB

Gullane Golf Club, one of Scotland's most highly regarded member clubs, is seeking an experienced and commercially astute leader to serve as its next Secretary, following the successful six-year tenure of the current postholder. Reporting to the Captain, the Secretary will be pivotal in preserving the Club's traditions while driving its continued success as a premier destination for members and visitors alike. They will work closely with the Captain and Committee, offering strategic advice to support effective decision-making and long-term planning. Leading a dedicated team of circa 90 staff, the Secretary will oversee the day-to-day operations across three exceptional golf courses and two well-appointed clubhouses, ensuring the highest standards of service and experience are consistently delivered. This is a visible role requiring a leader who can combine sound commercial judgment with a strong appreciation of member needs.

[Click here to view a brief video about this opportunity.](#)

ABOUT GULLANE GOLF CLUB

Gullane Golf Club, established in 1882 and located on the western edge of Gullane village in East Lothian, Scotland, has a rich golfing heritage dating back to 1650. Its three exceptional courses are consistently ranked among the top links courses in the UK and Ireland, with Gullane No. 1 holding 66th position in Golf Monthly's 2025/26 Top 100 UK & Ireland rankings. The club has hosted prestigious events including the Scottish Open in 2015 and 2018, attracting golfers worldwide. Significant investment in recent years has enhanced the clubhouses, courses, and practice facilities, ensuring world-class standards. The two well-equipped clubhouses provide a welcoming environment for members and visitors alike, reflecting the club's commitment to tradition, excellence, and a superior golfing experience.

GULLANE GOLF CLUB BY THE NUMBERS

- Approximate number of members across all categories: 1600
- Joining Fee is twice the annual subscription
- Annual Subscription for Full Member: £992
- Approximate total annual revenue: £5.52M
- Approximate total F&B revenue: £1M
- Approximate total Membership revenue: £1.2M
- Approximate total Green Fee revenue: £3.2M
- Approximate number of golf rounds annually on 3 courses: 92,000
- Reports to: Captain who has a two-year tenure
- Direct Reports: Courses Manager, Head of Finance & HR, Clubhouses Manager, Golf & Membership Manager & Golf Sales Manager & Head Professional (service contract)
- Approximately 90 staff, including seasonal.
- Approximate age of the membership: 57
- Club POS System – IG; Club Accounting System – SAGE

GULLANE GOLF CLUB WEB SITE: www.gullanegolfclub.com

SECRETARY POSITION OVERVIEW

The new Secretary of Gullane Golf Club will be an experienced, commercially astute leader responsible for balancing the need to generate commercial income with the expectations of its members.

While a private members' club, Gullane relies significantly on domestic and international visitors, providing steady investment in its courses and facilities. The role requires maintaining this balance, enhancing operations while upholding the Club's core values and traditions. Gullane Golf Club and Gullane Ladies Golf Club operate separately, with GGC staff supporting both, alongside five associated clubs. The successful candidate will have strong leadership experience, financial acumen, and strategic planning skills. The club currently enjoys minimal complaints, positive staff feedback, a robust financial position, a recently agreed strategic model, a five-year capex plan, well-maintained courses and clubhouses, and improving visitor experiences.

KEY RESPONSIBILITIES

- Lead and motivate a skilled, respected management team.
- Maintain a visible presence among members, recognising their diverse interests and expectations.
- Oversee the efficient operation of Gullane Golf Club, a sought-after destination for both international and domestic visitors.
- Maintain robust financial controls for operations and projects, collaborating with finance to prepare and present budgets.
- Partner with the Captain and committee to advance strategic priorities, ensuring timely preparation of committee papers and completion of follow-ups.
- Ensure the three golf courses, clubhouses, and service standards consistently meet the highest quality.
- Ensure full compliance with all relevant legal and regulatory obligations.
- Foster strong relationships with members, tour operators, and the local community; represent the club at key events.
- Oversee professional and timely communications and targeted marketing initiatives, with flexibility for the club's seven-day operation and events.
- Plan and deliver a fitting celebration for the club's 150th anniversary in 2032.

CORE COMPETENCIES & SKILLS REQUIRED FOR THE ROLE

- Deep understanding of the dynamics and expectations of a private members' club.
- Strong financial oversight and a clear understanding of effective budget management.
- Confident and personable, with the ability to engage well with a broad membership and visitor base.
- Strategic thinker, capable of supporting the Captain and committee in shaping the Club's long-term direction.
- Proven leadership skills, able to inspire and manage a high-performing team while delegating appropriately.
- Well-organised with sound IT proficiency and attention to detail.
- Minimum 4–7 years in a senior leadership role within the leisure or hospitality sector, ideally as a Golf Club Secretary or General Manager.
- Solid track record in financial planning and budget control.
- Experience balancing commercial opportunities with the needs and traditions of a member-led organisation.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- A bachelor's degree is preferred with a focus on Hospitality or Business Management.
- In lieu of the degree, substantial private club or hospitality experience will be considered.
- Industry certifications such as CCM or CMDip are encouraged but not required.

SALARY AND BENEFITS

Competitive salary, house adjacent to the club and benefits.

INSTRUCTIONS ON HOW TO APPLY

Please upload your CV and cover letter in that order using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your CV or cover letter; that should be used in your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Captain Elect of Gullane Golf Club, Campbell Evans**, and clearly articulate what you can bring to the role and to Gullane Golf Club, why you want to be considered for this position at

this stage of your career, and why Gullane Golf Club and the East Lothian area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Wednesday 20th August 2025. Candidate selections will occur in late-August 2025, with the first Interviews on Monday 8th September and the second interviews on Monday 15th September.

IMPORTANT: Save your CV and letter in the following manner:

“Last Name, First Name - CV” &

“Last Name, First Name - Cover Letter – Gullane GC”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you cannot go back in and add additional documents.

[Click here](#) to upload your CV and cover letter.

If you have any questions, please email Patty Sprankle: patty@kkandw.com or Michael Herd: michael.herd@kkandw.com

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