

The Role – Handicapping Resource Assistant

We are seeking a proactive and detail-oriented Handicapping Resource Assistant to support the delivery and ongoing development of the World Handicap System (WHS).

Working with National Associations, software vendors and internal teams, you will provide operational, technical and administrative support across a range of handicapping and course rating activities, helping ensure high standards of service, accuracy and governance.

Key Responsibilities

- Manage the collection, validation and storage of annual player scoring data.
- Support the production and distribution of stakeholder data reports.
- Assist with onboarding, training and support for WHS software users.
- Coordinate quality assurance testing, validation and cross-border data connectivity activities.
- Support users of the Course Rating Software and Learning Management System (LMS).
- Manage publication, version control and translation processes for key handicapping documentation using MadCap Flare and Transifex.
- Maintain records, documentation and governance audit trails.
- Respond to stakeholder queries and provide effective operational support.

What We Offer

We offer a great benefits package including the following:

- Competitive Salary
- Company Pension Scheme and Sick Pay
- Life Insurance Cover
- Enhanced Maternity/Partner Pay
- 35 Days Holiday Per Year
- Free tickets to The Open and AIG Women's Open each year (and other relevant R&A Championships)
- Cycle to Work Scheme
- Season Ticket Loan
- Contribution towards glasses for VDU use
- Discounts available across 800 UK retailers and local businesses

Who We Are Looking For

The ideal candidate will have the following experience and attributes:

- HNC/HND qualification or equivalent work experience.
- Experience working with external stakeholders.



- Strong organisational skills and excellent attention to detail.
- Confident working with digital systems and web-based platforms.
- Advanced Microsoft Office skills, particularly Excel.
- Ability to manage multiple priorities and deliver high-quality work to deadlines.
- Experience with Power BI is desirable.

How to Apply

Applications can be submitted to Recruitment@RandA.org