



NCCC Facilities Manager role description



Title – Facilities Manager

Reports to - President

Position Statement - Organise and facilitate the maintenance and operation of the Queens Park Sporting Complex

Strategic Relationships – Committee/Events Manager/Secretary/Business Manager/Junior Coordinator/GAFC/Cleaners/QPSC hirers

Key Working Documents- social calendar

Job Tasks

- Maintain a calendar of events, meetings and bookings for the clubrooms
- Promote and arrange casual and permanent hiring opportunities
- Liaise with GAFC
- Ensure cleanliness of facilities
- Report any required maintenance, damage or break ins to CoGG, police or club committee.
- Ensure club rooms are locked and alarmed when not in use and oversee any required roster for such.
- Maintain a club key (access) log.

Equipment and Resources -

Knowledge and Skills required –

- Communicates effectively.
- Is organised and can delegate tasks when required.
- Can maintain confidentiality on relevant matters.
- Has working knowledge of the club and its policies and processes.
- Computer access and minimum basic program competencies.

Attendance Requirement

Remuneration –

Signed ----- date ----- President

Signed ----- date -----

The role is a one year appointment as elected at the AGM.