



Facilities Portfolio Manager

Position Description

Overview

The Facilities Portfolio Manager is primarily responsible for ensuring that portfolio activities are performed in accordance with the Club's Strategic and Annual Plans.

Core Responsibilities

- Liaise with Treasurer to develop an annual budget for Facilities Portfolio activities.
- Oversee all Facilities Portfolio activities.
- Recruit and train volunteers to fulfil portfolio roles.
- Liaise with Council regarding new facility development.
- Organise purchase of major capital equipment items according to club strategy.
- Liaise with Council regarding oval condition, maintenance and irrigation, wicket renovation and pavilion maintenance.
- Manage Salto Pass and key distribution.
- Liaise with Equipment Manager to ensure required consumables and equipment are procured and equipment is maintained in good working order.
- Liaise with the Curator to ensure quality turf match wickets are prepared.
- Liaise with the Line Marker to ensure ground marking is done as required.
- Liaise with Cleaner to ensure pavilion is maintained in an appropriate state.

Additional Responsibilities

- Attend all committee meetings.
- Report on Facilities Portfolio activities to Executive Committee.
- Liaise with Media Manager to produce a monthly report on activities.
- Prepare a Facilities Portfolio report for the Club Annual Report.
- Train, mentor and support an incoming Facilities Portfolio Manager.

Knowledge and Skills Required

- Knowledge of the club's Strategic and Annual Plans.
- Informed of club activities across all portfolios.
- Understanding of turf wicket curating techniques and equipment maintenance.
- Ability to work with Council Staff and Officers.

Personal Qualities

- Effective communicator.
- Ability to organise and delegate tasks.

Qualifications

- Required - Hold a position on the Club Executive Committee.



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Expected Time Requirement

Approximately 100 hours per annum.