



Juniors Portfolio Manager

Position Description

Overview

The Juniors 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 Juniors Portfolio activities.
- Oversee all Juniors Portfolio activities.
- Recruit and train volunteers to fulfil portfolio roles.
- Liaise with the Blasters Administrator to oversee delivery of Junior and Master Blaster programs.
- Liaise with the Junior President and Committee to oversee delivery of the SECA program.
- Liaise with the Craig Coach to oversee delivery of the JG Craig program.
- Liaise with the Junior Development Officer to oversee delivery of Todd Squad and Mentor programs.
- Liaise with the All Girls Coach to oversee delivery of the AGCC program.
- Ensure all coaches are appropriately qualified.

Additional Responsibilities

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

Knowledge and Skills Required

- Knowledge of the Club's Strategic and Annual Plans.
- Informed of club activities across all portfolios.

Personal Qualities

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

Qualifications

- Required – Hold a position on the Club Executive Committee.
- Required - Working With Children Check.



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Expected Time Requirement

Approximately 100 hours per annum.