



West Auckland Association Football Club

Grounds & Facilities Manager Role Description

The Ground and Facilities Managers is a voluntary position responsible for the upkeep and management of the grounds and facilities, ensuring a safe playing environment for participants and welcoming environment for all members, visitors and stakeholders.

Responsible to	Executive Chairperson, Football Chairperson & Secretary
Responsibilities & Duties	<ul style="list-style-type: none">• Ensure that the park and playing fields are always in a safe condition for all participants and visitors to the WAAFC.• Report to all club users any risks that may be apparent.• Be the key point of contact with key staff of the Auckland Council's Sports, Parks & Recreation Department to ensure that the needs of the club are being met.• Regularly review the condition of the playing surface, posts and markings and proactively communicate with Auckland Council to ensure that appropriate care and maintenance is done.• Inspect and review the condition of the clubrooms ensuring they meet as high standard as possible of cleanliness and repair.• Ensure that clubrooms are up to date on all regulatory and building code requirements as stipulated by local/regional authorities.• Follow all aspects of the WAAFC Code of Conduct and any other club policies as they relate.• Meet all the WAAFC reporting requirements as they become due or are requested.• Evaluate personal performance annually reporting to Executive Committee and ensure succession of own position.• Review own position description to ensure accuracy and submit potential changes to the Executive Committee.
Knowledge & Skills Desired	<ul style="list-style-type: none">• Knowledgeable of facilities licensing requirements.• Can communicate effectively.• Well organised and can delegate tasks.• Can maintain confidentiality on relevant matters.• Has a good working knowledge of the constitution.
Estimated Time Commitment Required	The estimated time commitment required for the role of Grounds and Facilities Manager is 3 – 4 hours over 2 days per week for the duration of the season. In certain cases extra hours may be incurred.
Period of Appointment	Period of appointment 12 months.