

**QUEENS PARK (EASTERN SUBURBS) FOOTBALL CLUB INC**

**GENERAL MANAGER - ROLE DESCRIPTION**

**ROLE OVERVIEW**

* To develop, promote and advance Queens Park (Eastern Suburbs) Football Club Incorporated. (“the Club”)
* To manage the day to day operations of the Club.
* To generate revenue for the Club.
* To work with the Club Board, Committees and Office Bearers to establish a club ethos, to determine the club’s vision for the future, and to manage the implementation of the initiatives required to deliver it.

**SALARY**

* Between $50,000 to $60,000 per annum, plus superannuation.
* A negotiated part of the salary package may include a longer period of holidays than the minimum four week period required by law.
* A negotiated bonus scheme, based on performance in key revenue areas, such as sponsorship and/or player registration numbers, will be part of the salary package.

**REPORTING**

The General Manager will, in the first instance, report to and be responsible to the Club President, (or, in his or her absence, the Club Secretary or other Club office bearer nominated by the Club President) and will operate subject to the direction of the Club Board.

The Club Board may, from time to time, in consultation with the General Manager, revise the tasks and responsibilities of the position.

**KEY TASKS & OBJECTIVES**

* To retain and recruit a targeted number of members, with a view to significantly increasing the size and revenue of the Club, to seek to recruit and retain talented players, and to drive the progress of the Club into higher levels of competition within Football NSW.
* To maximise the opportunities for men women and children to play football and be involved in the game to the maximum of their potential and enjoyment, and to develop best possible club structure and processes to enable a ‘football for all’ philosophy.
* To develop coaching programs which enable the delivery of coaching skills and recognised qualifications, so that club members and parents can maximise their involvement in the sport.
* To ensure the effective operation of all football competitions including Small Sided Football, juniors from U12 to U18, and senior leagues, men and women, including regular on ground presence and appropriate resourcing either by paid staff or volunteers
* To ensure that junior players have a smooth transition to senior football as members of the Club.
* To increase club membership, and to drive growth opportunities, club affinity and awareness via:
  + Off season club competitions in and outside of region, Futsal competitions etc.
  + Professional holiday camps and coaching academies
  + Merchandise ranges
* To secure sponsorship with appropriate partners.
* To develop and manage all infrastructure required to improve operational efficiency and interaction with membership including: websites, entry level marketing, automation tools, etc.
* In consultation with the Club President, to manage all required club to member communications, including web, social media, App updates and media generally.
* To develop and implement all processes required to ensure transparent and ‘best interest’ dealings for the Club with procurement, third party services etc.
* Planning and execution of a variety of social gatherings and recognition programs for all sections of the club, including ‘family focused’ awards nights for the junior’s part of the Club.
* To investigate the establishment of a clubhouse.

**KEY RELATIONSHIPS**

* The Club President, Club Secretary and elected Club Office Bearers, QPFC Board and QPFC Seniors and Juniors Committees, Age Group Managers, Team Managers, Coaches, Registered Team Officials and Members.
* The Eastern Suburbs Football Association, its member clubs, and their officials.
* Other local organisations, including clubs, schools, and charities.
* Centennial Parklands Trust, local councils and other organisations providing grounds and facilities.

**WORKING HOURS AND THE NATURE OF THE POSITION**

* This will be a full-time job. The General Manager will be an employee of the Club.
* Subject to the discretion of the Board, the General Manager may be a co-opted Director of the Club.
* During the football season, weekend work will be required, with time off in lieu during the week.