New Lambton Football Club Juniors
Position Description – Operations Manager

JOB TITLE:

Operations Manager

OBJECTIVE:

To coordinate all operational football activities for the Club to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level.

To manage and administer the day-to-day operations of the club. Includes close liaison with relevant Committee members, etc.

To provide support to the President and Committee members to ensure the efficient operation of the Club.

RESPONSIBILITIES:

- Coordinate formulation and implementation of the Club's Operational Plan.
- Provide oversight, guidance and management of key operational areas, including:
    - Match day operations,
    - Competition draws and results,
    - Referees and match fees,
    - BBQ / Canteen operations,
    - Ground Officials,
    - Playing strips,
    - Equipment and facilities,
    - Presentation days.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.

RELATIONSHIPS:

- The Operations Manager reports to the President and General Committee of the club.
- A close relationship is required with all governing body departments.
- Supports all managers, committee members, coaches, players and staff.

NEW LAMBTON
FOOTBALL CLUB

ACCOUNTABILITY:

- The Operations Manager is accountable to the President and General Committee of the club.
- The estimated time commitment required as the Operations Manager is up to 12 hours per week.

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club.
- A good understanding of league requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Well versed in the rules or procedures for varying meeting types and unbiased and impartial on all issues.
- Excellent planning, communication and negotiating skills.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills / knowledge.
- Empathy.
- Listening skills.