



**NATIONAL CLUB
ACCREDITATION SCHEME**

Winston Hills Football / Soccer Club Position Description – Events Coordinator

JOB TITLE:

Events Coordinator

OBJECTIVE:

To be responsible for organising all major events including Presentation Days and fund raising activities within the Club in partnership with the Comms & marketing Manager and Sponsorship Manager.

RESPONSIBILITIES / TASKS:

- Organise and control all fund raising within the Club.
- Organise all functions/events The Club sees fit to hold other than those otherwise delegated to other Club Officials in these Rules
- All such fundraising and events must be authorised by the Management Committee.

RELATIONSHIPS:

- The Events Coordinator reports to the Club Development Director
- Will also have close relationships with the Treasurer, Sponsorship Manager, Comms & Marketing Manager and Volunteer Coordinator

ACCOUNTABILITY:

- The Events Coordinator is accountable to the Club Development Director.
- The estimated time commitment required is 1 to 2 hour per week. This will be increased at the beginning of the season or when preparing for events.

ESSENTIAL SKILLS:

- Enthusiastic and well organised.
- Passionate and dedicated to promoting the club to the wider community.
- Good communication skills.
- Sound knowledge of the local area
- Expertise in events management and organisation