

# CLUB MANAGER

## JOB DESCRIPTION



April 2024

<b>POSITION TITLE</b>	Club Manager
<b>PURPOSE OF THE JOB</b>	<ul style="list-style-type: none"> <li>a) Oversee the day-to-day management of club operations</li> <li>b) Grow club capability, capacity, and resource</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Recruitment, coordination and management of employed staff and volunteers</li> <li>• Management of programmes and initiatives from planning to implementation</li> <li>• Seek funding avenues and monitor existing revenue streams</li> <li>• Creation of promotional content for club offerings</li> <li>• Delivery of regular and varied updates to key stakeholders</li> <li>• Monitoring and reporting of operational compliance</li> <li>• Provide regular operational reports, advice and relevant information to inform decision making of the Board</li> <li>• Build rapport with membership, leverage our volunteer network and grow club capacity</li> <li>• Share knowledge and empower staff and club leaders</li> <li>• Liaise with key external partners including funders, elected members and suppliers</li> <li>• Assist the Board in developing club strategies and policies</li> </ul>
<b>KEY RELATIONSHIPS</b>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Board and sub-committees</li> <li>• Membership (including parents/caregivers and supporters)</li> <li>• Employees and key volunteers</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Funders</li> <li>• Auckland Council staff and contractors</li> <li>• Local Board (elected members)</li> <li>• CLM Community Sport</li> <li>• Northern Region Football</li> <li>• Sponsors</li> <li>• Suppliers and contract partners</li> </ul>

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<https://www.manurewaafc.org.nz/>

<https://www.facebook.com/ManurewaAFC>

Get in touch today

[clubmanager@manurewaafc.org.nz](mailto:clubmanager@manurewaafc.org.nz)

<b>QUALIFICATIONS/EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the community sport sector or broader not-for-profit sector</li> <li>• Experience working with volunteers</li> <li>• Delivery of programmes/events/initiatives</li> <li>• Understanding of grant funding</li> <li>• Experience in an education setting or working with children and parents</li> <li>• Financial acumen</li> <li>• Understanding of te ao Māori world view and basic tikanga</li> <li>• Leadership experience</li> </ul> <p><b>Specific qualifications</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in a relevant field</li> <li>• NZF Coach Educator</li> <li>• Coaching qualifications (junior or youth/senior)</li> <li>• Bar Manager Certificate</li> <li>• First aid</li> </ul> <p><b>Relevant</b></p> <ul style="list-style-type: none"> <li>• Facility management</li> <li>• Governance experience</li> <li>• Marketing or graphic design</li> <li>• Second language(s)</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Effective communicator</li> <li>• Strategic thinker</li> <li>• Open minded</li> <li>• Reliable</li> <li>• Resilient</li> <li>• Growth mindset</li> <li>• Ambitious</li> </ul>
<b>KEY METRICS</b>	<p>In conjunction with the Board the Club Manager will contribute to achieving specific objectives in the following areas:</p> <ul style="list-style-type: none"> <li>a) Member experience</li> <li>b) Membership numbers</li> <li>c) Volunteer retention &amp; experience</li> <li>d) Financial wellbeing</li> </ul>
<b>HOURS OF WORK</b>	<p>40 hours per week of varied and flexible nature. A portion of the role will require work outside of normal (9-5) business hours.</p>
<b>REPORTING TO</b>	<p>The Board as a collective with a delegated lead Board member</p>
<b>REVIEW</b>	<p>The role will be reviewed on an annual basis and allow the Club Manager to provide feedback on the role and the relationship with the Board.</p>

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.