



Social Events Manager

Position Description

Overview

The Social Events Manager (and Social sub-committee) is primarily responsible for the planning and delivery of a calendar of events that encourages participation in Club activities by members, supporters and the wider community and that creates a source of income for the Club.

Core Responsibilities

- Organise an active social sub-committee.
- Develop a calendar of events that meets Club Portfolio budget objectives.
- Liaise with club members / consider requests for types of functions.
- Work with Social Committee to deliver functions according to Social Calendar.
- Liaise with Media Manager to publicise events.
- Liaise with Past Player Manager to organise past player specific events.
- Liaise with Bar Manager to organise supplies for events.
- Liaise with caterers for specific events.
- Manage RSVP list for specific events.

Additional Responsibilities

- Liaise with Media Manager to report on events.
- Train, mentor and support an incoming Social Manager.

Knowledge and Skills Required

- Understand the legal and compliance obligations of running a licenced club.
- Understand responsibilities of being a GoodSports Club.
- Understand all club policies but particularly the Alcohol Management, Safe Transport and Smoke Free Policies.
- Understand Trybooking functionality for managing attendance at club events.
- Understand functionality of media equipment in club social room.

Personal Qualities

- Ability to organise and delegate tasks.
- Effective communicator with good interpersonal skills.

Qualifications

- Required - Responsible Service of Alcohol Certificate.

Expected Time Requirement

Approximately 100 hours per annum.