



Risk Management Officer

Position Description

Overview

The Risk Management Officer is primarily responsible for ensuring that the Club, its members and supporters are protected from financial and physical harm.

Core Responsibilities

- Manage the Club's efforts to control risk.
- Review, promote and monitor compliance with the Club Risk Management Policy.
- Review, promote and monitor compliance with other supporting Club policies.
- Liaise with Member Protection Officer to ensure the Club satisfies Child Safety Standards.
- Liaise with Facilities Portfolio Manager regarding facility risks.
- Liaise with Administration Portfolio Manager regarding compliance and financial risk.
- Liaise with the Playing Portfolio Manager regarding playing and training risk.

Additional Responsibilities

- Report on activities to the Executive Committee via the Administration Portfolio Manager.
- Train, mentor and support an incoming Risk Management Officer.

Knowledge and Skills Required

- Understand of risk management principles.
- Understand Club Risk Management Policy and related policies.
- Understand compliance obligations of club.

Personal Qualities

- Effective communicator.
- Ability to organise and delegate tasks.

Qualifications

- None required.

Expected Time Requirement

Approximately 20 hours per annum.