



# Selection Dinner Catering Manager Position Description

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## **Overview**

The Past Players Manager is primarily responsible for engaging with former players and supporters and providing opportunities for the cohort to remain connected with the Club.

## **Core Responsibilities**

- Liaise with the Social Committee to organise the annual Wickas Dinner.
- Liaise with the Social Committee to organise two Wickas Barbeques.
- Liaise with Media Manager to promote / publicise Past Player specific activities.
- Liaise with Bar Manager to organise supplies for events.
- Manage RSVP list for Past Player events.

## **Additional Responsibilities**

- Organise a Past versus Present Players match.
- Train, mentor and support an incoming Past Players 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.

## **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 50 hours per annum.