



# Club Portfolio Manager

## Position Description

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### **Overview**

The Club Portfolio Manager is primarily responsible for ensuring that portfolio activities are performed in accordance with the Club's Strategic and Annual Plans.

### **Core Responsibilities**

- Liaise with Treasurer to develop an annual budget for Club Portfolio activities.
- Oversee all Club Portfolio activities.
- Recruit and train volunteers to fulfil portfolio roles.
- Liaise with the Media Manager to oversee the club's communication activities.
- Liaise with the Social Manager and Committee to oversee delivery of the club social calendar.
- Liaise with the Bar Manager to ensure a compliant, active and profitable bar.
- Liaise with the Past Players Manager to ensure supporter engagement.
- Ensure a significant charitable and community focus for the club.
- Liaise with Secretary to procure trophies for Senior Presentation Night.

### **Additional Responsibilities**

- Attend all committee meetings.
- Report on Club Portfolio activities to Executive Committee.
- Liaise with Media Manager to produce a monthly report on activities.
- Prepare a Club Portfolio report for the Club Annual Report.
- Train, mentor and support an incoming Club Portfolio Manager.

### **Knowledge and Skills Required**

- Knowledge of the club's Strategic and Annual Plans.
- Informed of club activities across all portfolios.
- Understanding of the legal and compliance obligations of running a licenced club.
- Understanding of the responsibilities of being a GoodSports Club.

### **Personal Qualities**

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

### **Qualifications**

- Required - Hold a position on the Club Executive Committee.

### **Expected Time Requirement**

Approximately 100 hours per annum.