

Bonnyrigg Rose Community Football Club



JOB DESCRIPTION FACILITIES CO-ORDINATOR

Job Title: Facilities Co-ordinator

Responsible to: Club Committee

Skills and Attributes Required:

- Reliability
- Enthusiasm
- Good listener
- Diplomacy
- Well organised
- Decisive
- Confidence
- Good Time Keeper

Main Duties:

1. Take responsibility for managing the facility requirements of the club.
2. Be prepared to make a regular time commitment
3. Liaise with Club members on facility-related issues and requirements, in a way that allows everyone to present their views, issues and/or requests fairly and are properly understood and recorded
4. Provide a single point of contact to 3rd parties, including local council, to liaise and manage facility requirements of the Club and members.
5. Prepared to represent the Club with 3rd parties, principally at local council level.
6. Represent the club at local, regional and national level.
7. If unable to attend any Committee meetings, a written report should be sent to the meeting and the Chair Person briefed on the Agenda.



Bonnyrigg Rose Community Football Club, Poltonhall Sports Complex, 7a Poltonhall Avenue Road,
Bonnyrigg, EH19 2NU, Registered Charity SC050923

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Time Commitment: _____

SIGNATURES

Facilities Co-Ordinator

Date

Chairperson

Date