

BLIGH PARK FOOTBALL CLUB



Position Description: Grounds Officer

Overview

The Grounds Officer is responsible for:

- Preparing and maintaining fields for football games.
- Overseeing all the maintenance requirements of the grounds/property at the Club.

Responsibilities

Prior, during and post season

1. Establish and maintain schedule of volunteers to undertake line marking.
2. Overseeing and undertaking line marking and maintain stocks of line marking paint.
3. Liaise with the Competition Secretary to establish fixture schedule.
4. Liaise with Club Secretary and/or Council to synchronise line marking with mowing and other repair work.
5. Liaise with Council to promote proactive management of field maintenance.
6. Provide advice to Committee on field usage, including wet weather ruling.
7. Ensure any damaged equipment is reported to the President and Committee on a timely basis, so that repairs or replacements can be arranged without impacting football training and games.
8. Directs and oversees team volunteer set-up of all fields and field formats for the junior competitions (U5 – U11) and more senior team set up of playing fields (U12 – U18>).
9. Conduct an early risk assessment of playing fields as required which may be due to wet weather etc and provide advice the President.

End of year hand over

Updating key documents

At the end of each year a key activity of the Grounds Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The Grounds Officer should compile a list of people at the end of each season who have access to Club facilities and provide this list to the Committee.

Ideally the Grounds Officer should review the Club's plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Grounds Officer

An important responsibility of the outgoing Grounds Officer is to train, mentor and support the incoming Grounds Officer.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer Working With Children Check.
- Exceptional communication skills - Respectful and effective.
- Ability to meet deadlines.
- Trained in the art of line marking.
- Knowledge of football rules, including wet weather.

The estimated time commitment required as the Grounds Officer is **2-3 hours** per week.

Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.

Updated: July 2023