# Club Name

your logo here

### Position Description Form

| **Job Title** | **Local Government Liaison Officer** | | |
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| **Accountability** | Executive Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To establish and maintain a strong and healthy working partnership with local government. * To ensure clubrooms and oval remain at the highest possible standard at all times | | | |
| Responsibilities | | | |
| * Manage the maintenance of all facilities at club * Organise any repairs to the facilities * Coordinate the handover of keys and the facility at the end of each season in line with council requirements * Plan continuous upgrading of facilities * Inform club of council grants and capital works when they become available and assist with the preparation of any applications to receive funding * Attend council workshops and forums where required * To be the club contact for all council dealings | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Liaise with Council Recreation Officer & Manager * Liaise with Council Parks & Gardens Manager * Liaise with local Councillor | | | |
| Reporting | | | |
| * Reports to Club President & General Committee | | | |