

Job Title: Facilities and Risk Management Coordinator

Reports To: Executive Committee

Special Skills Required:

- An understanding of all clubs policies and procedures
- Effective communication/leadership skills
- Motivated
- Creative
- Flexible
- Common Sense

Duties:

- Raise awareness of issues associated with risk within the club
- Develop a risk management plan
- Develop policies and procedures that will address risk issues
- Liaise with Grounds Manager to ensure match day checklists are completed as required and any issues are addressed
- Keep an up to date record of any risk management issues and incident reports
- Ensure all buildings and facilities are clean and in good condition