

# **Grounds Coordinator – Position Description**

**Reports To:** Head of Football

## **Position Purpose**

The Grounds Coordinator is responsible for overseeing the condition, safety, and readiness of the Club's playing surfaces, grounds and facilities to support training, match days and club activities. The role ensures that ovals, surrounds, clubrooms, changerooms, amenities and associated infrastructure are maintained to an appropriate standard and comply with safety, council, and league requirements.

## **Key Responsibilities**

### **Grounds & Playing Surface Management**

- Oversee the condition, presentation, and safe use of playing surfaces, warm-up areas and surrounds.
- Work with local council, grounds staff, or contractors regarding turf maintenance, line marking, irrigation and ground preparation.
- Monitor ground conditions and communicate availability, restrictions or closures as required.

### **Facilities & Building Oversight**

- Oversee the condition and safe use of club facilities, including clubrooms, changerooms, amenities, storage areas and internal spaces.
- Identify maintenance needs and coordinate timely repairs or improvements to facilities.
- Support the setup and readiness of facilities for training, match days, meetings and events.

### **Safety, Risk & Compliance**

- Assist in ensuring grounds and facilities meet safety standards, council lease/licence conditions and league requirements.
- Identify hazards and escalate safety or maintenance issues to the Committee.
- Support incident reporting and risk management processes related to grounds and facilities.

### **Contractors, Council & Works Coordination**

- Liaise with Head of Football, facility managers, and approved contractors regarding maintenance, access, and works.
- Assist with the coordination of minor works, repairs and facility or ground upgrades as approved.
- Support planning for capital works or infrastructure improvement projects where required.

### **Communication & Collaboration**

- Communicate ground and facility updates to coaches, Team Managers, and relevant committee members.
- Work collaboratively with the Property Coordinator to ensure clear separation between facilities/grounds and equipment responsibilities.
- Provide regular updates and reporting to the Committee on grounds and facilities matters.

### **Key Relationships**

- Club Committee.
- Coaches and Team Managers.
- Property Coordinator.
- Volunteers.
- Local Council and Facility Managers.
- Contractors and Service Providers.
- League Representatives.

### **Skills and Attributes**

- Strong organisational and coordination skills.
- Practical understanding of grounds, facilities or maintenance operations (desirable).
- Ability to liaise effectively with council, contractors and volunteers.
- Proactive, reliable and safety-focused.
- Strong problem-solving capability.
- Commitment to Club values, inclusion, and community sport.

