



# **Property Coordinator - Position Description**

**Reports To:** Head of Football

## **Position Purpose**

The Property Coordinator is responsible for managing the Club's equipment and movable property to ensure teams, officials and volunteers have access to safe, compliant and well-maintained equipment for training, match days and club activities. The role focuses on the coordination, tracking, storage, distribution and maintenance of Club equipment, supporting smooth football operations across all teams.

## **Key Responsibilities**

### **Equipment Management & Coordination**

- Oversee the inventory, condition and availability of all Club-owned equipment and movable property.
- Coordinate the distribution and collection of equipment to teams, coaches and team managers.
- Ensure equipment is appropriately stored, labelled and maintained.

### **Match Day & Training Support**

- Support coaches and Team Managers to ensure teams have the required equipment for training and match days.
- Assist with the provision of equipment for Club events and special activities.
- Identify equipment shortages, damage, or replacement needs and escalate as required.

### **Safety, Compliance & Standards**

- Ensure equipment meets safety standards and league requirements.
- Remove damaged or unsafe equipment from use and report issues to the Committee.
- Support risk management processes related to equipment use and storage.

### **Purchasing & Budget Support**

- Assist the Committee with equipment planning, budgeting and purchasing recommendations.
- Liaise with approved suppliers regarding equipment orders, repairs or replacements.
- Support value-for-money purchasing decisions in line with Club policies.

### **Communication & Administration**

- Maintain a basic equipment register and issue/return records.
- Communicate equipment processes, timelines and expectations with coaches and Team Managers.
- Provide updates to the Committee on equipment condition, needs and usage.

## **Key Relationships**

- Club Committee.
- Football Operations.
- Coaches and Team Managers.
- Volunteers.
- Equipment Suppliers.
- League Representatives.

## **Skills and Attributes**

- Strong organisational and asset-tracking skills.
- Practical and solutions-focused approach.
- Ability to manage stock, storage, and logistics.
- Clear communicator and reliable team contributor.
- Attention to detail and safety awareness.
- Strong alignment with Club values and community sport principles.