

POSITION DESCRIPTION

Council Liaison



Objectives

- Cultivate and sustain a robust and collaborative relationship with Moonee Valley City Council to ensure the club's needs and objectives are met.
- Collaborate closely with both the committee and the council to develop and refine a master plan for club facilities and precincts for 3, 5, and 10 years.
- Build upon the groundwork laid by previous initiatives and projects to ensure continuity and progress.
- Engage in regular dialogues with the council to align the club's projects and initiatives with council objectives and resources.
- Work in tandem with the committee and the council to prioritize, plan, and provide cost estimates for future projects.

Responsibilities

- Establish regular communication channels with Moonee Valley City Council to discuss club needs, projects, and shared objectives.
- Collaborate with the committee to develop a comprehensive facilities master plan, ensuring that it aligns with both club and council visions.
- Review and build upon the existing groundwork and initiatives, ensuring a seamless transition and continued progress.
- Engage in joint planning sessions with the committee and the council to prioritize and strategize future projects.
- Advocate for the club's needs and ensure that the club's projects receive the necessary support and resources from the council.

Relationships

- Reports directly to the treasurer.
- Engages with the president, secretary, and executive committee for strategic alignment.
- Collaborates with the grants manager, fundraising coordinator, and the Australian Sports Foundation manager for funding and project support.
- Maintains a primary and ongoing liaison with Moonee Valley City Council, ensuring that the club's needs are consistently communicated and addressed.
- Receives guidance and support from the outgoing Council Liaison Manager to ensure a smooth transition and continued success in the role..

Accountability

- The manager of facilities and major projects is accountable to the president, secretary and executive committee.
- Provide a report on any aspect of the facilities and major projects to the committee when requested.