



Fundraising & Events Coordinator

Volunteer Committee Position Description

Reports To

President / Treasurer

Works Closely With

Treasurer, Digital Communications Manager, Canteen Supervisor, Trophies & Medals Coordinator, Diversity & Inclusion Officer, Female Football Champion

PURPOSE OF THE ROLE

Bring the community together and keep the club buzzing year-round. This role is focused entirely on community events and interclub fundraising activities. Sponsorships are managed by the Sponsorship Liaison Officer and grants by the Grants Officer — the Fundraising & Events Coordinator is the lead for Presentation Night and all community fundraising.

KEY RESPONSIBILITIES

- Plan and coordinate key club events including Presentation Night (as lead event organiser), season launch, and social nights
- Organise community fundraising activities such as the annual trivia night, bake sales, raffles, and sausage sizzles
- Recruit and coordinate volunteers to assist with events throughout the season
- Work with the committee to set annual fundraising targets and individual event budgets
- Liaise with venues, suppliers, and entertainment providers as needed
- Promote events through the Digital Communications Manager
- Manage event logistics on the day and ensure everything runs to plan
- Report on attendance, outcomes, and funds raised to the Treasurer and committee after each event
- Collaborate with the Diversity & Inclusion Officer and Female Football Champion when planning inclusive events

TIME COMMITMENT

 4–8 hours/month (higher in months with major events)

People Management

Yes — recruits and coordinates event volunteers

Budget Management

Yes — sets and manages individual event budgets

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Experience organising events or community activities (any scale)
- Creative thinking and enthusiasm for bringing people together
- Good with budgets and coordinating volunteers
- A broad local community network is a bonus

Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.

End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated

PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

 You'd be great for this if...

You're the person who lights up when planning a get-together. You're organised, enthusiastic, and love seeing people enjoy something you've pulled together. Trivia nights, bake stalls, and packed presentation nights are your idea of a great time.