



# WERRIBEE FOOTBALL CLUB LTD

ABN 26 134 226 154

## Job Description – Full Time - Venue Manager

**Reporting to:** This role reports directly to the Business Development Manager of the Werribee Football Club

**Job Purpose:** To manage the Werribee Football Club Function Room – ‘Chirnsides by the River’ operations, WFC Match Day activities

The launch of new premises within the recently redeveloped facilities at Chirnside Park means that this role will need to rebuild & re-establish the WFC hospitality offering with a focus on making the Venue commercially viable.

The role will need to manage all event aspects, to ensure the smooth running of the Venue &, through extensive marketing & networking, deliver commercial outcomes for the Event Space and process improvement opportunities for match days that results in creating excellence in customer experience for the Werribee Football Club.

### Your Responsibilities are not limited to:

- Oversee management of the Werribee Football Function Room including all Staffing matters – including related rosters, budgets, health & safety, catering, function co-ordination, orders, stock control, audio / visual, maintenance.
- Responsible for Marketing & Venue Promotion including sourcing Business Growth opportunities
- Assist BDM with club Events such as Presentation Night, Season Launch, Auction Night and other functions as required.
- Responsible for all Match Day Operations including staffing, gates, bar & Canteen & Luncheons
- Manage all related service contracts i.e. food, beverage, equipment hire etc & Supplier relationships
- Manage all related staff & hospitality compliance matters
- Develop and maintain policies and procedures as necessary.
- Identify and improve club facilities/processes, wherever possible
- Together with Werribee FC – Community Manager – oversee facility usage for Community Group accessibility.

Avalon Airport Oval at Chirnside Park  
Watton St, Werribee  
PO Box 2049, Werribee 3030  
Ph. 1300 GO WERRIBEE  
Fax: (03) 9741 0253

[www.werribee.fc.com.au](http://www.werribee.fc.com.au)

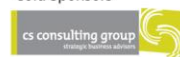
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Our Patron

**Julia Gillard**

No. 1 Ticket Holders

**Merv Hughes  
Russell Mark OAM**

Our Social Venue





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- Create innovative concepts to utilise ground facilities for Functions & identify Commercial opportunities for growth
- The expectation is that this position will work at all WFC home matches & WFC Functions, with days in lieu offered

### Skills Required

- Excellent Time Management, Organisational & Planning skills
- Ability to develop, produce & deliver events from proposal right up to delivery on time, within budget that meet (minimally) /exceed (hopefully) customer expectations
- Excellent Negotiation/Liaison/Persuasive skills
- Excellent verbal and written customer service, organisation and communication skills.
- Attention to detail with the ability to problem solve.
- Networking and Connecting: Builds strong relationships & extensive networks

### Requirements

- Minimum 3 years' experience in a similar role
- Sound understanding of management of staff.
- Sound understanding of office based software programs.
- Excellent knowledge of hospitality, compliance requirements & current trends
- Sound understanding of Workplace Health & Safety policies
- Responsible Service of Alcohol (RSA) Certificate
- Food Handling Certificate
- Flexible, self motivated and able to work independently.
- Proven experience initiating and developing sales to increase usage and local community exposure.

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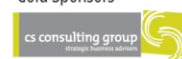
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## Attributes/Behaviours Required

- Leadership – Able to supervise, lead, train, motivate, mentor and develop team members & volunteers.
- Organisation - must be well organised and able to handle diverse tasks
- Adaptability – can identify & quickly respond to a changing environment.
- Personal Effectiveness – must present well & be able to competently represent the Club in the community & with sponsors.
- Initiative – must be able to work independently & deliver quality support to the Werribee Football Club
- Continuous Improvement and Innovation: Improves the efficiency and quality of existing processes and systems to create new opportunities
- Delivering Results: Plans effectively and takes accountability for delivery on Expectations
- Be prepared to work flexible hours including some nights and weekends.

## **Employment Conditions;**

The successful applicant will be offered a 12 month contract with a probation period of 3 months.

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