

Position Description: Facilities / Project Manager

Facilities / Project Manager

The Facilities/Project Manager is responsible for overseeing the facilities and undertaking facility master planning for the coming 3, 5 and 10 years. They complete audits on the facility and create asset management plans/keep the club on track to following these plans. This ensure projects are prioritised and costed and work alongside the Fundraising/Grants Coordinator to obtain funding.

Ideal candidate:

- Construction industry experience
- Well organised
- Get things done!

What they do

- Ensure facility master planning is undertaken for the coming 3, 5 and 10 years.
- Ensure facility audits are undertaken and scheduled/reactive maintenance is completed.
- Ensure projects are scoped and costed / work alongside the Fundraising/grants coordinator to obtain funding.

Desirable Skills

- Communication skills
- Good organisational skills
- Problem solving skills
- Strong interpersonal skills
- Time management skills
- Technical knowledge

Time required

<insert number of hours> hours per week from <insert month> to <insert month> of the year.

