



Position Description: General Manager

Last updated 1 December 2024

Overview

The General Manager (GM) facilitates and drives the organisational and administrative aspects of the league's development. The GM works closely with the RPFL Board and the league's game day staff to deliver the RPFL season. Responsible for the administrative operation of the league, the GM organizes, coordinates, and delivers all rounds of the pub football season throughout the year. This role includes liaising with councils, obtaining permits, and acting as the primary contact for many of the league's stakeholders, beverage partners, and volunteers.

Key Functions and Responsibilities

Game Day Events

- Organize all game day events throughout the season, including all food and beverage ordering.
- Resolve any issues between game days.

Compliance and Permits

- Apply for, and maintain, all relevant council and ground permits and other compliance requirements as they arise.
- Liaise with councils for season allocations.
- Complete the ground hire and event allocation applications as required.

Fixture and Coordination

- Develop the season fixture.
- Ensure compliance in all operations with RPFL procedures, policies, and practices by liaising with the RPFL Board and relevant community stakeholders.
- Liaise and coordinate with other not-for-profits, government representatives, game day suppliers, staff, volunteers, and the RPFL Board.

Administrative Management

- Maintain information folders containing all relevant permits, contacts, and registers.
- Roster and liaise with game day volunteers.
- Maintain all liquor licensing permits and fulfill relevant obligations, such as ensuring the committee maintains the RSA register for all bar volunteers.
- Obtain and manage all required insurances and other permits.

Financial Management

- Work closely with the Treasurer to ensure the RPFL meets all financial obligations and include a financial summary in the post-round event report.
- Purchase equipment on behalf of the league as needed.

Coordination and Reporting


- Coordinate with the Game Day Manager and Bar Manager to ensure all required tasks are correctly allocated and carried out in the lead-up to and post-game days.

Renegade Pub Football League Inc.

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- Submit a post-event report to the RPFL Board within five working days of each game day, including information from the Treasurer, Game Day Manager, and Bar Manager.

Communication and Updates

- Maintain and update the league website www.rpfl.com.au
- Attend any committee meetings as required.

Skills and Requirements

- A solid understanding of the operational running of the RPFL and of the RPFL's values.
- High level interpersonal skills with the ability to liaise effectively and professionally with relevant stakeholders such as community organisations, government departments, suppliers and other members of the RPFL community.
- Excellent verbal and written communication skills and demonstrated ability to work as an effective team member.
- Exceptional organisation, problem solving and time management skills.
- The ability to maintain accurate records with attention to detail.

General Manager is a paid position, with an annual salary depending on the number of rounds per season. Duties are limited to between game days and do not involve any duties on game days themselves.