



2.1.4. Social and Events Co-ordinator

ABOUT THE ROLE

The Holland Park Hawks Football Club is committed to reducing the membership fees across all levels of the club. A significant part of football club revenue is generated by fundraising events. The Social and Events Co-Ordinator reports to the Executive Committee.

The main responsibilities include:

- Develop and propose a calendar of events, in January, for the club's season to the Executive Committee.
- Work with the Business Partnership Co-Ordinator to identify business partners willing to 'sponsor' club events and propose new ideas.
- Develop a project plan to include timelines and responsibilities to ensure all events are approached and carried out effectively.
- Work with the Volunteer Co-Ordinator to ensure all events are organised and staffed appropriately.
- Organise prizes, tickets, and other logistics as necessary.
- Work with the Office Manager to obtain quotes and other information and promote club events and functions.
- Work with the Club Secretary to arrange rooms for events and functions.
- Work with the Canteen Manager to organise event food and drink as needed.
- Work with the Treasurer to agree on a budget per event and function and maintain financial information for the event/function.
- Assess each event/function to determine whether it was successful in line with the parameters agreed with the Executive Committee.
- Be the main communication point for the club for all social functions, fundraising events, and community engagement.