



# MORPETH TOWN JUNIORS

## ROLE DESCRIPTION

### PITCHES AND VENUES OFFICER

#### **Purpose of the Position**

The main purposes of this role is to oversee and undertake the maintenance of the club's pitches (Morpeth Common) or arrange the hire of facilities for training and / or playing (e.g. Craik Park and any other venue as dictated). Organisation of training and playing times will be key to the role on a season and weekly basis as required.

It is expected that the Common maintenance responsibilities will be undertaken by a team of 3-5 people led by the holder of this role.

The role will also include responsibility for the successful running of the 'Far Post' kitchen and any other venues run by the juniors (e.g. proposed coaching room at Craik Park / equipment container at Craik Park).

#### **Responsibilities & Duties**

##### **General**

- A passion for child sports & grassroots football.
- Always place children's welfare first, escalate any concerns to the Club Welfare officer.
- Operate within the rules and spirit of the club's constitution, code of conduct and active policies.
- Consistently behave as a positive role model, gaining the respect and trust of the children's parents and people you work with.
- Work proactively with other club officials to develop a first class club.
- Promote the club's policies and those of the FA.
- Be an elected member of the clubs Executive Committee.

##### **Role Specific**

- Organise and implement a pitch maintenance plan for Morpeth Common in conjunction with external contractors as required and as directed / suggested by the Football Foundation pitch power reports.
- Manage a team of volunteers to undertake the work as required above. Work could involve pitch marking and maintenance which will involve the use of a tractor and associated machinery (e.g. mower / quadraplay).
- Undertake any ancillary work required around the pitches as required (e.g. access areas / goalposts).

- Undertake twice annual Football Foundation pitch power surveys and submit the survey via the Pitch Power website.
- Liaise and communicate with club coaches on matters affecting the pitches on Morpeth Common.
- Manage the pitch locations on Morpeth Common as dictated by ground conditions and format demand (e.g. different sized pitches).
- Organise playing pitch and training venue allocation for all of the club's teams over a season. This may vary depending upon the time of the season (winter and non-winter training) and pitch allocations on specific weekends depending upon fixtures.
- In conjunction with club treasurer, ensure that records are kept of club usage of facilities to ensure the correct billing by external venue hirers (e.g. Morpeth Town FC / Schools) and ensure bills are paid promptly.
- Facilitate and liaise with coaches re short notice cancellations / changes to hires.
- Manage the 'Far Post' kitchen by ensuring its staffing on required days, its stocking of food and drink and its ongoing maintenance / cleanliness.
- Organise and maintain other club facilities at Craik Park and promote club usage of wider facilities at Craik Park.
- Liaise with Morpeth Town FC / Schools as required on all facility matters.

### **Ensure the Executive Committee functions properly.**

The club Pitches & Venues officer should support the club chairperson to ensure the club's committee functions properly (see role description for club chairperson), but be in a position to quickly communicate information about all matters and initiatives specific to the club's pitches and associated venues / facilities.

### **To represent the organisation**

- Advocate and promote the club in the local community.
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions.

### **Essential Requirements**

- Must hold or be able to hold a club Disclosure & Barring Service (DBS) Enhanced Criminal Record with Children's Barred List check before appointment at the clubs AGM.
- Hold a 'Safeguarding for Committee Members' qualification via the FA (a 1-hour online course).
- Undertake the Grounds Maintenance Association Level 1 in Football Grounds Maintenance Course (Online).

### **Desirable Requirements**

- Experience in working within youth football or a similar organisation.
- Understanding of club administrative routines.

### **Essential qualities or behaviours**

- Good written and verbal communication skills.
- High levels of organisation and commitment.

### **Desirable qualities or behaviours**

- Commitment to promotion and ensuring the best interest of Morpeth Town Juniors are always protected.
- Attention to detail.

### **How much time will I need to give to the role?**

Assuming the club get the correct structure in place, the role is primarily one of managing the club's pitches / pitch hires and associated facilities and venues. A commitment of 4-5 hours per week should suffice.