

PROJECT OFFICER



REPORTS TO Committee

PURPOSE OF THE ROLE

The Project Manager is responsible for overseeing the delivery of the Falcons' field refurbishment and new clubhouse development project. This role will ensure works are completed to scope, on time, and within budget, while coordinating with key stakeholders including Brisbane City Council, AFL Queensland, sponsors, contractors, and the Falcons committee.

The Project Manager will also support fundraising and grant activities, ensuring the club maximises opportunities to secure funding and community support for the project.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Strong project management or coordination background (professional or volunteer).
- Excellent organisational and leadership skills.
- Ability to communicate and negotiate effectively with council, AFLQ, contractors, and sponsors.
- Knowledge of budgets, funding, and grant processes.
- A collaborative, community-minded approach with attention to detail.
- Ability to manage competing priorities and meet deadlines.

DUTIES AND RESPONSIBILITIES

Prior, during and post season duties for the Project Officer include but are not limited to:

- Oversee all aspects of the field refurbishment and clubhouse build, including timelines, scope, and milestones.
- Act as the main liaison between Council, AFLQ, contractors, and the Falcons committee.
- Support the Grants Coordinator and Sponsorship Coordinator to maximise project funding.
- Work with the Events Coordinator and Fundraising team to deliver community fundraising initiatives.
- Manage the project budget, including tracking costs, reporting to the Treasurer, and ensuring financial accountability.
- Coordinate with the Equipment and Grounds Coordinators to ensure upgrades meet game and training needs.
- Provide regular updates and reports to the committee and members.
- Ensure compliance with council and AFLQ requirements and approvals.
- Oversee practical upgrades including: field refurbishment and surface works, straightening/replacement of goal posts, new fencing installation, clubhouse build and fit-out.

TIME COMMITMENT:

This is a project-based role, with workload varying depending on project stage. Estimated **2–6 hours** per week, with higher demand during key phases (e.g. tendering, fundraising campaigns, construction milestones).