



General Manager

Portland RSL Club

Full Time - Maternity Leave Contract

Bathurst RSL Club Ltd is currently seeking a General Manager to join our team on a 14-month maternity leave contract, to lead the team at Portland RSL Club, which is the heart of hospitality in Portland NSW – a welcoming regional community of approximately 2,000 residents.

Portland RSL Club is the heart of the Portland community. With a range of services including Bar, Keno, TAB, functions, and our much-loved Poppies Bistro, the Club is central to the town, offering a friendly and vibrant environment for members and guests.

Your Role:

Reporting directly to the CEO of Bathurst RSL Club Ltd, this role is perfect for a hands-on manager who enjoys working with people, taking initiative to innovate, and being an integral part of a close-knit community.

As General Manager, you will be responsible for the efficient and effective day-to-day operations of the Club, ensuring compliance with relevant legislative and regulatory compliance requirements relating to the operation of a Registered & Licensed Club providing liquor and gaming related products and services, whilst also upholding Bathurst RSL Club Ltd policies and procedures. You will be a strong people manager, with the ability to positively and effectively engage and lead the team at Portland RSL Club, to offer a warm and welcoming hospitality experience for members and guests.

Essential Criteria:

- Outstanding leadership and management skills
- Highly developed interpersonal, written and communication skills
- Demonstrated ability to build strong and effective relationships with internal and external stakeholders.
- Sound knowledge and experience in gaming operations.
- Ability to build, lead and motivate effective teams to deliver successful outcomes and a genuinely WARM customer service experience
- Have an understanding and good working knowledge of legislation relevant to the club's operations including WHS; Registered & Licensed Clubs Award & workplace relations; Liquor & Gaming; and, staff training
- Experience in developing and implementing budgets
- Demonstrable financial management, analysis, and reporting competencies.

- The ability to develop and grow the Portland Club business through innovative initiatives and marketing
- Hold a current RSA, RCG, ARCG and any other necessary regulatory qualifications and checks, including National Police Check

Desirable criteria

- Previous experience managing a Registered & Licensed Club or Hotel (Liquor & Gaming) based business.
- Previous experience in Marketing, HR or community engagement related role
- Current First Aid and Mental Health First Aid qualification

Remuneration, allowances, and other benefits will be negotiable but will be based in line with the current Registered and Licensed Club Award terms and conditions.

Applications close 8th October 2025. The role will start on Monday 10th November, with a fixed term contract until January 2027.

To apply for this position, please submit the employment application, your resume and a cover letter, addressing each of the above criteria to:

Rebecca Lavelle
Human Resources Manager
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