

**QUEENSLAND TOUCH FOOTBALL
POSITION DESCRIPTION**



Job Title:	Competition Manager – Labrador Touch	Organisation:	Queensland Touch Football
Location:	Labrador Dodgers Touch	Position Type:	Part Time (contract) + Super. 16 hours per a week – 2 days of afternoon and evening work.
Reports to:	SQBD General Manager, Competitions President – Labrador Touch.	Remuneration:	Base Salary \$440 per week plus Super. Up to \$5,000.00 Bonus linked to KPI tracking. KPI achievement = 50% bonus.
Direct reports:	Volunteers, Referee Coordinator, Canteen Staff	Indirect reports:	Labrador Touch Committee
Internal Stakeholders:	Chief Executive Officer Sport Operations Manager Business & Finance Manager Game Development Officer(s) Marketing & Comms Manager Affiliate Services Manager SQBD Development Manager SQBD	External Stakeholders:	SQBD Board, Working Groups and Technical Panel. Officials & Players Touch Football Australia. Other Sporting users of the Facility as determined by Council.

ORGANISATION OVERVIEW

Queensland Touch Football (QTF) is a member organisation of Touch Football Australia (TFA) and forms part of the strategic alliance with the National Rugby League. The sport is one of Queensland’s most popular participation sports, with over 7,500 teams and 80,000+ players participating annually in affiliated and commercial competitions from Thursday Island and Weipa to Rockhampton, Brisbane and Bilambil.

QTF governs six regions and 72 affiliated associations across the state and is responsible for the leadership and management of competitions, representative pathways, events, game development and participation.

QTF are responsible for the development, implementation, and achievement of the sport’s strategic plan through-the width and breadth of Queensland.

The organisation has a vision to **Unite, Inspire and Grow** touch football within our four (4) key strategic pillars to increase our profile, grow participation, support our people and achieve high performance success.



Labrador Dodgers Touch is a well-established association with a strong history. QTF is looking to drive participation growth and continue to build sustainable competitions and pathways for the local community.

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THE POSITION
<p>The Competition Manager will deliver local competitions, events, programs, and manage the facilities, stakeholders, with the purpose of the ongoing development, expansion and growth of touch football in the designated competition.</p> <p>The role will be pivotal in ensuring QTF, SQBD and Labrador Touch are delivering best practice administration and exceptional customer experiences for our participants.</p> <p>The Competition Manager will be responsible for the day-to-day setup, administration and operations of the designated competitions. This includes the coordination of referee management, facility management, canteen staff, and volunteers.</p>
KEY OBJECTIVES
<ol style="list-style-type: none"> 1. Operationally deliver competitions to our participants. 2. Coordinate the resources, including referees needed to deliver the competition. 3. Works in consultation with the Labrador Touch Committee. 4. Ensure the competitions facilities are cared for appropriately. 5. Build strong relationships with the customer base. 6. Operate within the budgets and constraints set by the Board.
Competition Administration and Support
<ul style="list-style-type: none"> • Deliver best practice competition management that promotes and encourages inclusive participation in touch football. • Support volunteer recruitment and retention, coach and official development, and assist with identifying grant and sponsorship opportunities. • Deliver game day operations including facility set up, branding and pack up. • Coordinate operations with casual staff and volunteers to deliver competitions outcomes. (Canteen staff for example). • Oversee the coordination of gameday officials. • Proficiently use and promote the adoption of Touch Football online channels and systems. (My Sideline, the Nest, competition websites, and social media pages.) • Deliver promotional and marketing programs to increase participation. • Deliver customer experiences that grow participation and build customer loyalty. • Monitor the health of the competitions, facilities, participation rates, its financial position and deliver designated strategies to ensure the ongoing growth of the competition.
Governance, Compliance and Work Health and Safety
<ul style="list-style-type: none"> • Undertake best practice administrative, Work Health & Safety and risk management practices. • Keep up to date on Incorporation and legislative requirements (i.e. Child Protection), TFA/QTF/ SQBD policies (i.e. Disciplinary Regulations, Member Protection, TFA affiliation, registration and insurance requirements). • Review operating policies and procedures to ensure our competitions meet legislative, contractual and policy requirements, conduct regular compliance checks and raise issues of significance with the appropriate SQBD and QTF stakeholders with a view to resolving. • Collaborate with the QTF ensuring the delivery of education and development programs to build self-sustaining capabilities within the competition.

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Building and Maintaining Key Relationships
<ul style="list-style-type: none"> • Lead and maintain high level and effective communications with stakeholders, committees and community contacts. • Develop and maintain strong relationships with local authorities. • Develop and maintain strong relationships with local Associations, Sports, Schools and other stakeholders to develop and grow opportunities for touch participation. • Identify opportunities for new alliances and partnerships, including expansion of competitions. • Communicate and facilitate the delivery of QTF and SQBD commercial and partner programs. • Provide leadership and maintain strong relationships with Boards/Committees. • Build rapport with existing connections to maintain networks internally and externally.
Events and Representative Pathways
<ul style="list-style-type: none"> • Management, promotion, and marketing of annual events calendar. • Delivery of local events that support ongoing participation and pathway opportunities. • Assist in the coordination of representative pathway programs and teams, including team logistic, transport, accommodation, uniforms, finances, player and team officials support, as required. • Budgeting and acquittal of events and representative pathways, programs, and tours.
Support Board and Technical Committees
<ul style="list-style-type: none"> • Provide administrative support to Boards/Technical Committees to ensure governance and operational requirements are met (i.e. coaching and referee development, representative teams and appointments). • Attend to all incoming correspondence in a timely and professional manner.
Cultural Fit
<ul style="list-style-type: none"> • Support to the QTF team through collaboration and engagement to delivery QTF priorities and initiatives. • Promote Touch Football internally and externally by upholding all organisational values. • Display a high quality of personal appearance and conduct. • Willingness to work within a specific budget, operational plans and strategic plans. • Capacity to work outside of normal working hours and undertake travel as required.
Key Selection Criteria
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Previous experience in touch football, competition management or other sport administration. • Excellent written and oral communication skills supported by interpersonal skills. • Proven ability to problem-solve through innovative thinking. • Ability to develop and maintain positive relationships with key stakeholders. • Must hold or be eligible to hold a Blue Card. • Must hold a current driver’s licence. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Previous experience in event delivery and team logistics • Previous experience working with volunteers and Not for Profit Associations. • Previous experience using ‘MySideline’ or similar systems. • Strong computer and IT skills including experience in database management.

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Key Performance Indicators

1. Financial Performance - 25% of the weight of the Performance Bonus on offer:

- The target for the business is to return a minimum 10% surplus on operations for the reporting period.
- Measurable improvement in revenue generated by non-Touch Activities, including facilities hire and Management, canteen/bar sales, etc.

2. Digital Transformation/Efficiency - 25% of the weight of the Performance Bonus on offer.

- Whilst there are well established operating methodologies in the business, ensuring that these keep pace with modern business methods and that they take advantage of the capabilities of available technology efficiently is critical to all of our objectives.

3. Participation Growth– 25% of the weight of the Performance Bonus on offer.

- QTF is looking for a 3% participation growth target for the reporting period.
- Measurable growth in Social Media engagement in all communication platforms chosen.
- Improvements in Customer database information and accuracy.

4. Sport Development - 25% of the weight of the Performance Bonus on offer.

- Strengthening our participation pathways by delivering programs including robust frameworks for whole of sport sustainability – playing, coaching and officiating.
- Strengthen the staffing resource available to the sport.
- Increase funding streams for the sport.

How To Apply

To be considered for this role, please submit a written letter of application addressing the key selection criteria and your experience relating to the position description along with your current CV, to:

Sport Operations Manager
Queensland Touch Football
Email: vacancies@qldtouch.com.au

Applications close on **Friday 6 August 2021**.

Please note that the written application may be considered as an example of your communication.