

**QUEENSLAND TOUCH FOOTBALL
POSITION DESCRIPTION**



Job Title:	Events Manager	Organisation:	Queensland Touch Football
Location:	Brisbane, Queensland	Position Type:	Full time
Remuneration:	Salary + Super	Start Date:	January 2021
Reports to:	Chief Executive Officer	Direct reports:	Events & Projects Coordinator
Internal Stakeholders:	QTF Board Business & Finance Manager Sport Operations Manager Marketing & Communications Manager Partnerships Manager Development Manager QTF Staff	External Stakeholders:	QTF Affiliated Associations QTF Regional Associations Touch Football Australia Commercial Partners Government Agencies Event suppliers and contractors

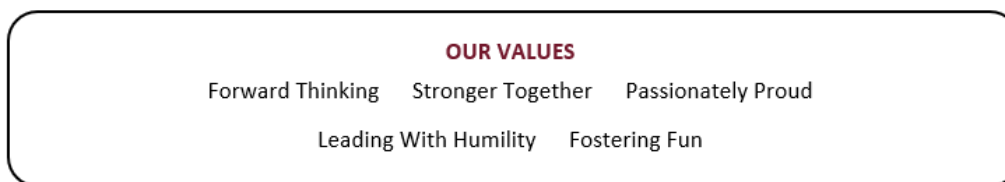
ORGANISATION OVERVIEW

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.

Leading QTF is a seven-member Board of Directors and a Chief Executive Officer who are responsible for the development, implementation, and achievement of the sport’s strategic plan.

The organisation has a vision to **Unite, Inspire** and **Grow**, and within four key pillars are strategies to increase profile, grow participation, support our people and achieve success in high performance.



POSITION OVERVIEW

The Events Manager is responsible for :-

- Leading the delivery of quality events that form part of the Queensland Touch Football events portfolio;
- Identification and creation of new event and event attraction opportunities; and,
- Activation and delivery of event and partner rights and benefits through events.

The Events Manager is responsible for the coordination, delivery and expansion of high-quality touch football competitions and events portfolio, including but not limited to, Bundy Cup (Feb), Junior State Cup (July), Festival of Touch including, Qld State Cup (Nov), Qld All Nations (Dec), Conferences and supporting the delivery of Q Youth Academy (Feb) Casuarina Cup (March), Qld All Schools (Oct) and other events, including State of Origin.



Your organisational skills, drive and vision will assist our organisation in amplifying brand visibility through events, enhancing stakeholder relations, improving the growth and visibility of touch football through events exposure, and effectively delivering our business strategy.

KEY OBJECTIVES

- Lead the scheduling, planning, coordination and delivery of QTF events, including liaising with stakeholders to deliver quality event experiences.
- Deliver on, enhance, and increase the number of events in the QTF portfolio.
- Work in collaboration with the Partnerships Manager on the coordination and activation of event and commercial partners rights for all QTF events.
- Ensure consistency of event experience, brand and partner visibility, and improve our organisation’s growth via events to promote and enhance the profile of the sport and QTF as a brand.
- Maintain positive relationships with key stakeholders, including TFA, Regional Administrators and Affiliated Association members.

KEY RESPONSIBILITIES

- Lead the delivery of all QTF events within budget and timeframes including responsibilities such as booking venues and contractors, liaising with clients and suppliers, handling logistics, managing budgets and invoices, organising accreditation & permits, managing risk and presenting post-event reports.
- Liaise with stakeholders in coordinating and creating all aspects of conditions of entry, event registration, competition management, draws, registration and results system and event websites.
- Accountable for the effective management and use of financial, human, and other resources with set budget and resource parameters within the Events portfolio budgets.
- Provide customer support to participants and affiliates to ensure positive customer experience throughout pre, during and post event.
- Work in collaboration with the Marketing & Communications Manager to create event focused marketing plan and promotions, including but not limited to website content, digital marketing, and event promotion.
- Liaise with Partnerships Manager to ensure all partnership activations and obligations are incorporated into the event plan seamlessly including, activation timings, bump in/out, logistics etc, to ensure positive outcome for QTF commercial and event partners.
- Work in collaboration with the Partnerships Manager to ensure all deliverables are met in relation to event and commercial partner agreements, assist in the creation of grants applications and proposals, contract servicing and activation plans assist with tracking event specific outcomes.
- Provide event support and guidance to the QTF regions, affiliates and authorised touch organisations.
- Ensure correct application and implementation of policies and procedures, risk management and identify opportunities for improving effectiveness, efficiency and productivity in systems and operations.
- Preparation of detailed post-event reports, including, participant numbers, demographics, location data etc. and prepare submissions to the Chief Executive Officer and QTF Board.

General Duties

- Represent QTF at events, conferences and meetings where required.
- Attend to all incoming correspondence in a timely and professional manner.
- Participate within, challenge, and provide support to the QTF management team through collaboration, engagement, initiative, and innovation.



KEY SELECTION CRITERIA

Within the context of the role above, applicants are requested to address the following Selection Criteria:

- Demonstrated success in events management, start to end project delivery, establishing and maintaining systems and processes which produce consistently high outcomes.
- Demonstrated experience in event scheduling, including liaison with government, venues, sporting bodies to secure facilities and greenspace for events.
- Proven ability to plan, prioritise, organise, monitor and co-ordinate workloads and meet tight deadlines under pressure, analyse information and creatively solve problems.
- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within sporting organisations, government/council, commercial and community partners.
- Capacity to use strategic thinking and analytical skills to contribute to achieving organisations goals.
- Capacity to manage staff, budgets, and resources to deliver high quality outcomes.

Essential

- Tertiary qualifications in Event Management, Sport, or similar discipline.
- At least three to five years' experience in an Events role or similar, with demonstrated success, preferably in the not-for-profit or sporting sector.
- Ability to work hands-on and autonomously with competence, integrity, and efficiency.
- Driven to lead and support staff to achieve individual and organisational goals, whilst ensuring a positive and motivating culture.
- Have an in-depth understanding of event operations and risk management procedures.
- Excellent written and oral communication skills supported by interpersonal skills.
- Ability to develop and maintain positive relationships with key stakeholders.
- Highly organised with an ability to manage multiple projects at a time.
- Must hold or be eligible to hold a Blue Card.
- Must hold a current driver's licence.

Desirable

- Previous experience in leadership and/or management positions.
- Demonstrated experience in managing budgets and financial reporting.
- Previous experience working with volunteers, local government agencies.
- Previous experience as a player, official and/or administrator in Touch Football.

Hours of Work

The sport industry operates outside of traditional business hours, including weekends. To succeed in this role, you must be willing and able to work when and where sport is happening. We have a flexible approach to ensuring our people can balance family life and personal commitments alongside the demands of the industry.

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:

Chief Executive Officer
Queensland Touch Football
Email: vacancies@qldtouch.com.au

Applications close COB Wednesday 5 January 2022. Interviews will be conducted in early/mid January.

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