



## QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION

<b>Job Title:</b>	Game Development Officer, North Queensland – Northern Zone	<b>Organisation:</b>	Queensland Touch Football
<b>Location:</b>	Cairns & Surrounds	<b>Position Type:</b>	Fixed Term Contract - Part Time (averaged at 25 hours per week)
<b>Remuneration:</b>	\$50,000 Salary (pro rata) + super; up to \$5,000 travel allowance	<b>Contract Term:</b>	February - December 2022. Contracts reviewed annually
<b>Reports to:</b>	Sport Operations Manager / Development Manager	<b>Direct reports:</b>	Nil
<b>Internal Stakeholders:</b>	QTF CEO QTF Staff QTF Game Development Officers Regional Operations Manager Regional Board	<b>External Stakeholders:</b>	Affiliate Associations Coaches & Referees Schools Communities Local Government Touch Football Australia

### 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 7500 teams 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.

Queensland Touch Football 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.



#### OUR VALUES

Forward Thinking   Stronger Together   Passionately Proud  
Leading With Humility   Fostering Fun

North Queensland Touch stretches from Glenden in the South, out to Mount Isa in the west and up to Weipa and Thursday Island in the North. The region consists of 21 Affiliate Associations and a participation base of 10,000+ Senior and 5,000+ Junior participants.

## THE POSITION

Reporting to the QTF Sport Operations Manager and working closely with the NQ Operations Manager, the Game Development Officer is responsible for driving overall growth in North Queensland - Northern Zone through:

- The effective and efficient delivery of services to affiliated organisations within the region/area;
- Development and implementation of participation strategies;
- Delivery of technical courses to affiliates and schools.
- High level communication and support to the volunteer network and identified stakeholders of Touch.

## KEY OBJECTIVES

1. Support for Affiliates leading to the development, expansion, and growth of touch football.
2. Coordinate the delivery of the coach and referee accreditation courses.
3. Provide ongoing support to accredited referees and coaches.
4. Support of events and development of representative pathways programs, programs, and teams.

## KEY RESPONSIBILITIES

### Affiliate Services

- Assessment of affiliate needs to support development and growth within the region/area.
- Lead and maintain high level and effective communications with affiliates through the development and implementation of an Affiliate Communications Plan.
- Promote National/State/Regional products and services to affiliates.
- Contribute and assist in the development of Strategic and Operational Plans for affiliates and regions ensuring their alignment to TFA and QTF plans.
- Provide support to the volunteer infrastructure of affiliate and school competitions through the building of volunteer capacity.
- Report against KPI's and relevant plans to QTF and region on a monthly basis.
- Represent QTF and region at events, conferences and meetings where required.
- Provide leadership and advice on policy ensuring the consistent delivery of Touch.
- Ensure the implementation of TFA/QTF/Regional policy, resolutions and/or decisions relevant to Game Development initiatives, as directed.
- Lead the conversion of non-affiliate competitions to affiliate competitions.

### Participation

- In consultation with QTF and region, develop and implement specific participation strategies to drive the growth of Touch in the region/area.
- Ensure the achievement of the TFA and QTF Participation Plans.
- Develop and enhance opportunities for the development and growth of competitions.
- Identify opportunity for green space provisions through the development and maintenance of relationships with councils and other stakeholders.
- Coordinate and deliver clinics and camps for players, coaches and referees, including but not limited to Sporting Schools, holiday camps, affiliate/school clinics and development camps.

### Technical

- Coordinate the delivery of the coach and referee accreditation courses for affiliates and schools.
- Provide ongoing support and professional development of accredited coaches and referees.

### Building and Maintaining Key Relationships

- Lead and maintain high level and effective communications with Affiliates and stakeholders.
- Develop and maintain strong relationships with local Affiliates, Associations, Government, Schools and other stakeholders to develop and grow opportunities for touch participation.
- Identify opportunities for new Affiliates, Alliances and Partnerships.
- Communicate and facilitate the delivery of QTF commercial and partner programs to Affiliates.
- Provide leadership and maintain strong relationships with Boards/Committees.
- Build rapport with existing connections to maintain networks internally and externally.

### Events & Representative Pathways

- Support, promotion and marketing of annual events calendar.
- Coordination, support and delivery of local events that support ongoing participation and representative pathway opportunities.

### General Duties

- Provide support to Boards/Technical Committees to ensure 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.
- Completion of all required administrative tasks including attending to all correspondence in a timely and professional manner.
- Prepare and provide regular reporting and monthly progress and annual reports.
- Assist in the conduct of tournaments, carnivals, competitions, events and tours.

### KEY SELECTION CRITERIA

#### Essential

- Demonstrated success in sport in education, events, development or administration.
- Ability to work in a team environment and at times autonomously with competence, integrity and efficiency.
- Ability to develop and maintain positive relationships with key stakeholders.
- Sound presentation and group training skills.
- Excellent written and oral communication skills supported by interpersonal skills.
- Strong computer and IT skills including a knowledge of website and database functions.
- Must be available for weeknight and weekend work when required, and have the capacity to travel within the Zone, region and/ or State as required.
- Must hold or be eligible to hold a Blue Card.
- Must hold a current driver's licence.

#### Desirable

- Previous experience working with volunteers.
- Existing knowledge of the Touch Football governance structures.
- Touch Football specific Level 1 or higher coach and/or referee accreditation.
- Experience as a player, official and/or administrator of Touch Football.
- Experience in educating, coaching or working with children.

### KEY PERFORMANCE INDICATORS

To be determined in line with individual Work Plans.

### 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 Resume, to:

Chief Executive Officer  
Queensland Touch Football  
Email: [vacancies@qldtouch.com.au](mailto:vacancies@qldtouch.com.au)

As there are multiple positions advertised, please include location of preferred position in your application.

Game Development Officer, North Queensland – Central Zone (Townsville), or  
Game Development Officer, North Queensland – Northern Zone (Cairns).

**Applications close COB Friday 28 January 2022.**