

QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION



Job Title:	Game Development Officer	Organisation:	Queensland Touch Football
Location:	South Queensland	Position Type:	Full Time (averaged at 38 hours per week)
Remuneration:	\$50,000 Salary + Super up to \$5,000 travel allowance	Start Date:	October 2023
Reports to:	QTF Development Coordinator	Direct reports:	Nil
Internal Stakeholders:	QTF CEO QTF Staff Game Development Officers Regional Staff Regional Board	External Stakeholders:	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 7,500 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. 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.

Queensland Touch Football has a vision to Unite, Inspire and Grow touch football through our key strategic pillars, aligned with our why, how and values.

Our Vision: Unite, Inspire and Grow

Our Why: We strive in all we do to provide fun, memorable, and inclusive experiences through Touch Football.

Our How: We do this is by providing pathways and structures that aim to unite, inspire, and grow the sport of Touch Football through all the communities we service.

Our Values: Forward Thinking | Stronger Together | Passionately Proud | Leading with Humility | Fostering Fun

The South Queensland & Boarder District Touch Association is a progressive region in the Queensland Touch football landscape with 10 Affiliates and Managed Competitions across South Queensland, with a participation base of over 17,000 Senior and Junior participants.

Current affiliates include Bilambil Touch Association, Gold Coast Touch Association, Jimboomba Touch Association, Labrador Touch Association, Middle Green Touch, Northern Gold Coast Touch, Palm Beach Touch Association, Redlands Touch Association, South Tweed Touch Association and Yarrabilba Touch.

The region and staff operate under a Management Agreement with Queensland Touch Football with the regional office situated at Mallowa Drive Facility at Palm Beach.

The Sharks representative teams represent South Queensland in junior and senior State and National events with a long and esteemed history of successful teams and pathways.

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The Position

The Game Development Officer will promote, encourage and increase participation, inclusion and lifelong connection for players, coaches and referees through ongoing development and delivery support. This will include:

1. Support for Affiliates and Schools leading to the development, expansion, and growth of touch football;
2. Support the delivery of the coach and referee development and education;
3. Development and implementation of participation programs and strategies;
4. Support of events and development of representative pathways, programs, and teams.

Key Responsibilities

Affiliate Support

- Assessment of affiliate needs to support development and growth within the region/area.
- Lead and maintain high level and effective communications with affiliates in delivering development priorities.
- Promote National/State/Regional programs, products and services to affiliates.
- Assist in the development of Strategic and Operational Plans for affiliates and regions alignment to TFA/QTF plans.
- Provide support to the volunteer infrastructure 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 participation strategies to drive growth.
- 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

- Support 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

- Complete administrative tasks including attending to all correspondence in a timely and professional manner.
- Provide assistance to Boards/Technical Committees to ensure operational requirements are met (i.e. coaching and referee development, representative teams and appointments).
- Prepare and provide regular reporting and monthly progress and annual reports.
- Assist in the conduct of QTF tournaments, carnivals, competitions, events and tours.



Key Selection Criteria

Essential

- Demonstrated success in sport in development, education, events, 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.
- Excellent presentation and group training skills.
- Strong written and oral communication skills supported by interpersonal skills.
- Sound 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

- 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.
- Previous experience working with volunteers.
- Existing knowledge of the Touch Football governance structures

Key Performance Indicators

To be determined in line with individual Work Plans.

Commitment To Child Safety

Queensland Touch Football is committed to the safety and wellbeing of all children and young people who participate in our sport and access our services. We support the rights of the child and will act at all times ensure a child safe environment is maintained.

The QTF Child and Youth Risk Management Strategy details the standards, requirements and practices that apply to all employees and volunteers of QTF, its Member and Affiliated Associations and their Clubs working with or within the delivery of touch football to children and young people under the age of 18 years.

A current Blue Card is a minimum requirement of this position. All employees must comply with the current Blue Card/Working with Children Check requirements.

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:

QTF Development Coordinator
Queensland Touch Football
Email: vacancies@qldtouch.com.au

Applications close Monday 9 October 2023