

QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION



Job Title:	Programs and Administration Coordinator	Organisation:	Queensland Touch Football
Location:	Brisbane, Queensland	Position Type:	Full Time (week-end included)
Remuneration:	Entry level position \$50,000 Salary + Super	Start Date:	February 2024
Reports to:	Sport Operations Manager	Direct reports:	Nil
Internal Stakeholders:	Chief Executive Officer Business & Finance Manager Game Development Manager Game Development Staff Marketing & Communications Partnerships Manager Regional Managers	External Stakeholders:	Affiliated Associations Schools/Teachers Coaches/Field Officers Referees/Coaches Volunteers 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 | Leading with Humility | Passionately Proud | Fostering Fun

POSITION OVERVIEW

The Programs and Administration Coordinator will be responsible for the coordination, development and promotion of QTF programs, general administration and QTF event support. This will include

- Providing administrative support to coordinate, plan, implement, and evaluate programs.
- Ensuring the implementation of policies and procedures.
- Monitoring project budget and tracking expenditures/transactions.
- Communicating with staff and external parties through the program life cycle.
- Helping to maintain good relationships within the team and external parties.
- Scheduling meetings and review processes.
- Keeping updated records and databases.
- Creating reports, presentations and proposal.

U N I T E . I N S P I R E . G R O W .



KEY ACCOUNTABILITIES

“First Try” Sporting Schools Program

Coordinate and administer the delivery of the Sporting Schools “First Try” program, including

- point of contact for all enquiries
- managing school bookings, including liaison with school
- scheduling of Field Officer staff for programs
- recruiting and in-servicing Field Officers
- program delivery as and when required (training provided)
- reporting, preparing and tracking payments
- program evaluation and review
- liaising with stakeholders, ie schools, staff, regions/affiliates and TFA to promote Sporting Schools.

QTF “Sport Development” Programs

Coordinate the delivery of QTF Academies, Q Youth Academy, Women in Touch, and other new programs, including

- coordination of program schedules, dates and timelines
- organising online registration and payment processes
- liaising with marketing on program requirements
- venue bookings, apparel and equipment requirements
- arranging travel, transfers, accommodation
- administrative and logistical support
- assisting in program delivery and activations, and timely customer evaluation and program review.

“The Nest” Learning Management System

Coordinate and administer the “The Nest” for referee and coach education accreditation, including

- administration of Learning Management System (LMS)
- coordinating regional/affiliate course requests
- liaising with TFA, regions/affiliate, and course facilitators
- coordinating and tracking of resource requirements
- tracking invoicing and payments
- ensure relevant referee and coach information is updated on QTF website.

General Administration & Event Support

Administration support for QTF office, including but not limited to

- answering all incoming mail, telephone calls and directing enquiries to the appropriate staff
- coordinating travel requests for QTF Board, staff, events, programs with QTF travel agent
- maintaining QTF contacts list, an inventory of computers, and software subscriptions
- coordinating meeting room bookings, teleconference facilities and catering
- arranging all courier deliveries and collections
- providing administrative support to CEO
- assistance with QTF event support as required from time to time.

Key Selection Criteria

Essential

- Previous experience in administration, programs, and/or events, preferably in sporting industry
- Strong IT skills including experience in the Microsoft Office suite of products, especially excel
- Excellent organisation, written and communication skills supported by interpersonal skills
- Close attention to detail, ability to plan and manage multiple projects
- Must hold or be eligible to hold a Blue Card.

Desirable

- Knowledge of touch football and/or sporting organisations
- Experience working with volunteers and in a volunteer environment
- Previous experience using MySideline, or similar online systems
- An energetic, motivated, enthusiastic self-starter
- Current Driver’s Licence.



Key Performance Indicators
To be determined in line with individual Work Plans.
Commitment To Child Safety
<p>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.</p> <p>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.</p> <p>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.</p>
How To Apply
<p>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 vacancies@qldtouch.com.au.</p> <p><u>For enquiries, please contact:</u></p> <p>Sam Heath Sport Operations Manager M 0417 419 837 E sam.heath@qldtouch.com.au</p> <p>Applications close Monday 12 February 2024.</p> <p><u>Please note: Interviews may commence prior to close date in an endeavour to fill position.</u></p>