



QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION

Position:	Events Manager	Department:	Events
Location:	Milton Office, Brisbane	Position Type:	Full Time (week-ends included)
Reports to:	Chief Executive Officer	Direct reports:	Events & Projects Coordinator
Remuneration:	Salary + Super. Dependent upon skill level and experience.	Start Date:	May/June 2024
Internal Stakeholders:	Business & Finance Manager Sport Operations Manager Partnerships Manager Marketing & Communications Team Game Development Manager Game Development Staff	External Stakeholders:	Affiliates & Regions Touch Football Australia Commercial Partners Government Agencies Event suppliers and contractors Volunteers

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 Events Manager is responsible for the overall planning, coordination and delivery of Queensland Touch Football competitions and events portfolio.

To be considered for this role you must be experienced in the management and delivery of events including planning, implementation and evaluation, ideally from within a sporting context.

You will have a demonstrated ability to manage competing priorities and activities at once whilst maintaining a high level of attention to detail, delivering projects and events both on time and on budget.

The role requires excellent communication skills, commanding leadership, with the ability to build relationships and engage cooperation from a range of stakeholders, including volunteers.

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



The Events Team will be responsible for overseeing and coordinating the delivery of the following events, including;

Bundy Cup (Feb)	Qld Junior State Cup (July)	State of Origin (alternate years)
Festival of Touch (Nov- Dec)	Qld State Cup (Nov)	QTF Awards Night (Nov)

The Events Department will also support the delivery of other events including,

Q Youth Academy (Feb)	Qld All Schools (Oct)	Qld All Nations (Dec)
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KEY RESPONSIBILITIES

- Working proactively and collaboratively to lead, plan and deliver QTF events, including liaising with stakeholders to deliver quality event experiences, using best practice event management.
- Establishing standardised event procedures, templates and systems to streamline event planning and administration (ie run sheets, operations and risk management plans, post event evaluations, event budgets) and liaise with staff and volunteers to ensure the implementation of plans and procedures.
- Delivering QTF events within budget and timeframes including responsibilities such as building project teams, booking venues and contractors, liaising with councils 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.
- Maintain positive relationships with key stakeholders, 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 team to create event focused marketing plan and promotions, including but not limited to website content, digital marketing, and event promotion.
- Liaise with Partnerships team to ensure all partner activations and obligations are incorporated into the event plan, including activations, bump in/out, logistics to ensure positive commercial and partner outcomes.
- Assist in ensuring deliverables are met in relation to commercial partner agreements, assist with grant 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 finish project delivery, establishing and maintaining systems and processes which produce consistently high outcomes.
- Demonstrated experience in event scheduling, including liaison with LGA's, venues, sporting bodies to secure facilities and greenspace for successful event delivery.
- 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 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, preferably in sporting or NFP sector.
- Driven to lead and support team to achieve 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 license.

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.

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.

HOURS OF WORK

The sport industry operates outside of traditional business hours, including weekends, and 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 vacancies@qldtouch.com.au.

Applications close **Sunday 28 April 2024**.