

## QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION



<b>Position:</b>	Regional Administrator	<b>Position Type:</b>	Full Time (Evening & Week-End Work required)
<b>Location:</b>	Sunshine Coast, Fraser and Burnett Region	<b>Direct reports:</b>	Nil
<b>Remuneration:</b>	Salary + Super. Dependent upon skill level and experience.	<b>Start Date:</b>	January 2025
<b>Internal Stakeholders:</b>	Chief Executive Officer Business, Finance & HR Events & Partnerships Marketing & Communications Game Development Pathways & Performance Regional Managers Other QTF Departments	<b>External Stakeholders:</b>	Affiliates Local /State Government Partners Touch Football Australia Team Coordinators Players Referees 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 80,000 players participating annually in affiliated competitions annually, from Thursday Island and Weipa to Rockhampton, Brisbane and Bilambil.

QTF governs six regions and 79 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

Sunshine Coast Fraser and Burnett District Touch Association (SCFBDTA) was founded in the 1980's as a regional support office for Touch Football Associations situated within the regional boundaries of the Burnett, Wide Bay and Sunshine Coast areas.

SCFBDTA is one of six Regions within Queensland Touch Football and govern 15 Affiliates Associations within the region.

Sunshine Coast Pineapples select representative teams, players, coaches and officials, to represent the region at the National Youth Championships (NYC) and National Touch League (NTL Championships).

SCFBDTA region and staff operate under a Management Agreement with Queensland Touch Football and the Sunshine Coast Fraser and Burnett District Office is situated at Cessna Drive, Caboolture.

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## POSITION OVERVIEW

The Regional Administrator is responsible for the administration and management of the Region and its Affiliates, working closely with the regional Board and local Affiliates, to lead the growth of touch football across the region. You will manage all associated activities of the region, including events, representative teams and tournaments, board and member communication, affiliate support and service delivery.

The Regional Administrator will be pivotal in ensuring affiliates and stakeholders are delivering best practice administration and governance, supporting quality competition experiences and representative opportunities, whilst identifying and developing business growth opportunities with partners, local government, and schools.

You will work collaboratively with Queensland Touch Football management and staff in supporting the delivery of strategic and operational priorities across Queensland.

## KEY OBJECTIVES

- Coordination of strategic planning and operational support for Affiliates leading to the development, expansion, and growth of touch football.
- Coordination of best practice administration, governance, compliance and Work, Health and Safety requirements for Affiliates and stakeholders.
- Coordination of training for Affiliates and stakeholders on all aspects of best practice governance, competition delivery and Touch Football online systems.
- Coordination of events administration and tournament logistics for representative pathways, programs, and teams.
- Administrative support for Board/Committees to support strategic and operational priorities.
- Monitor financials ensuring operations remain within budget requirements, including implementing financial procedures, as outlined by QTF Finance Department.

## OPERATIONAL SUPPORT

- Monitor the health of Affiliates, competitions, facilities, participation rates and implement strategies to ensure the ongoing viability of Affiliates.
- Work with Affiliates to support volunteer recruitment and retention, coach and official development, and assist with identifying grant and sponsorship opportunities.
- Coordinate and deliver education and training on Touch Football online systems.
- Coordinate, facilitate and deliver promotional and marketing programs to increase participation.
- Support affiliates in preparing grant and funding applications.
- Coordination of strategic planning ensuring their alignment to TFA, QTF and Regional strategies.

## GOVERNANCE, COMPLIANCE AND WORK HEALTH AND SAFETY

- Ensure Touch Football competitions undertake best practice administrative, governance, Work Health & Safety and risk management practices.
- Provide support and training of Affiliates on Incorporation, legislative requirements, TFA/QTF policies EG. Disciplinary Regulations, Member Protection, Child Safeguarding, Affiliate Regulations, registration and insurance requirements.
- Implement and review operating policies and procedures to ensure Affiliates meet legislative and policy requirements, conduct regular compliance checks and rectify issues of significance.
- Collaborate with the Game Development staff in ensuring the delivery of education, development and participation programs to support Affiliates, Schools and Stakeholders.

## EVENTS AND REPRESENTATIVE PATHWAYS

- Coordination, promotion and marketing of annual events and representative calendar.
- Coordination and delivery of local events that support ongoing participation and pathway opportunities.
- Coordination of representative pathways, programs and teams, including team logistic, transport, accommodation, uniforms, finances, player and team officials support, in line with QTF/Regional pathways.
- Budgeting and acquittal of events and representative pathways, programs and tours.



## MARKETING, COMMUNICATION, AND REPORTING

- Ensure consistent messaging across all social platforms including website adhering to Social Media policies.
- Utilise Canva, Photoshop or likes to create content to promote participation, events, representative programs, courses and extend social engagement.
- Create Develop strategy for more social engagement by our members.
- Prepare reports for Board, Members, AGM, as required from time to time.

## BUILDING AND MAINTAINING KEY RELATIONSHIPS

- Ensure high level and effective communications with stakeholders, committees and community contacts.
- 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.
- Build rapport with existing connections to maintain networks internally and externally.
- Provide leadership and maintain strong relationships with Boards/Committees.
- Identify opportunities for new Affiliates, alliances and partnerships. participation.
- Represent Region/QTF at events, conferences and meetings where required.

## SUPPORT BOARDS AND COMMITTEES

- Coordinate administrative support to Boards/Committees, including scheduling of Committee Meetings, Minutes, AGM, Financials, etc to ensure governance and compliance requirements are meet.
- Attend to all incoming correspondence in a timely and professional manner.

## SKILLS AND EXPERIENCE

- Bachelor's degree in Sports Administration, or related field.
- Minimum 3 - 5 years' experience in an administration role, preferably senior level.
- Event management and tour experience essential.
- Experience supporting non-for-profit associations or Touch Football is a must.
- Ability to multitask and thrive in fast-paced environment
- Above average written and verbal communication skills
- Excellent administrative & attention to detail skills.
- Strong relationship building & management skills.
- Understanding of social media and marketing tools and platforms.
- Knowledge of touch football and/or sporting organisations highly desirable.
- Must hold a current driver's licence.

## 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 to ensure a child safe environment is maintained.

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

## HOURS OF WORK

The sports industry operates outside of traditional business hours, including weekends from time to time, and you must be willing and able to work when and where sport is taking place.

To acknowledge this commitment, we have a flexible approach to ensuring our people can balance family life and personal commitments alongside the demands of industry.