



**QUEENSLAND TOUCH FOOTBALL
POSITION DESCRIPTION**

Job Title:	Business Development Coordinator – Premier City Touch (PCT)	Organisation:	Queensland Touch Football
Location:	Qld Touch Football Office, 83 Castlemaine Street Milton QLD	Position Type:	Casual approx. 12.5hrs/ week
Remuneration:	Hourly Rate	Date:	25 March 2025
Reports to:	Competition Manager	Direct reports:	Nil
Internal Stakeholders:	Competition Manager - PCT Partnerships and Engagement Cord.– QTF Finance – QTF Manager Commercial, Events & Strategy – QTF Venue Organisers - PCT Other QTF Staff as required	External Stakeholders:	Referees Players Team Managers Venue Lease Holders

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.

QTF governs six regions and 72 affiliated associations across the state and is responsible for the leadership and management of competitions, representative pathways, events, development and participation. The organisation has a vision to **Unite, Inspire** and **Grow** and within four key pillars are strategies to increase profile, grow participation, support our people and achieve success in high performance.

Premier City Touch Football (PCT) our commercial football competitions are held Monday – Thursday at multiple venues across Brisbane. We are one of the largest touch football competitions with competitive and social divisions across Mixed, Men’s & Women’s divisions.

POSITION OVERVIEW

The Business Development Coordinator will be responsible for engaging with team managers & participants of the Premier City Touch (PCT) Community to ensure an enjoyable customer experience and to ensure participation & team growth across all venues.

- Key responsibilities will include:
- providing assistance to team managers during the registration & payment process,
 - engaging with VOs and the greater PCT operational team,
 - ensuring PCT competitions continue to provide a high-level experience for all participants; and
 - identifying avenues to retain and engage new teams to the competition.

This role is KPI driven and will be required to meet seasonal targets throughout the year. Due to the style of work, the role will be required to work outside normal business hours to attend venues during competition nights.

PRIMARY PURPOSE OF POSITION

- The primary purpose of the Business Development Coordinator –
- Drive team and participant growth of the PCT business.



- Assisting Venue Organisers in providing consistent high quality customer experience for team managers, players and PCT participants.
- Aid team managers to ensure registration compliance & payment is received.

KEY RESPONSIBILITIES

General Responsibilities (including but are not limited to)

Participant Engagement

- Identifying & driving initiatives to ensure increased retention & growth of teams & participants
- Regular engagement (phone, digital systems & face to face) with team managers & participants
- Providing support to team managers to ensure team registration compliance & payment.
- Providing support to participants to ensure registration compliance and all players are registered in the Mysideline system prior to participating in the competition.
- Creating and implementing participant & team manager surveys throughout the season to ensure high level of team retention
- Attending competition venues to engage with participants & team managers & engaging with PCT Venue Organiser Team to ensure the standard of competition is being met.
- Implement competition promotion in collaboration with greater PCT team & assist in growth in team numbers of the organisation.
- Ensuring PCT nightly competitions have a consistent brand and participant experience at venue level.

Financial Support

- Management of payment timelines and ensuring team & individual adherence to policies & competitions conditions.
- Providing additional support where required to team managers & individuals to complete payment.
- Providing regular updates to the Competition Manager on registration numbers & key opportunities & risks.
- Regular reporting of team nominations and individual registrations numbers to the PCT office.

KEY SELECTION CRITERIA

Essential: The successful candidate should possess, or be willing to work towards:

- Must hold a current Driver's Licence & must hold or be eligible to hold a Blue Card
- Must hold or be willing to obtain CPR and First Aid Certificates
- Business Development & or Account Management experience
- Excellent communication skills supported by strong interpersonal skills.
- Experience in membership support.
- Attention to detail & timeline focused.

Desirable: The successful candidate should possess these desirable abilities and expertise.

- Experience or interest in marketing & sales.
- Demonstrated efficiency in computer literacy and ability to use different software systems.