

# QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION



<b>Position:</b>	Events Coordinator, North Queensland	<b>Department:</b>	Events
<b>Location:</b>	North Qld Touch Office, Townsville	<b>Position Type:</b>	Full Time or Part Time (some weekends included)
<b>Reports to:</b>	QTF Events Manager	<b>Direct reports:</b>	Nil
<b>Remuneration:</b>	Salary + Super. Dependent upon skill level and experience.	<b>Start Date:</b>	January 2026
<b>Internal Stakeholders:</b>	Chief Executive Officer Operations Manager, North Qld QTF Operations Manager Manager, Commercial, Events & Strategy Business and Finance Manager Sports Operations Manager Partnerships & Engagement Coordinator Game Development Manager & Staff Pathways & Performance Manager North Qld Touch Association Board	<b>External Stakeholders:</b>	Affiliate Associations Schools External Providers Touch Football Australia State/Local Government Agencies

## 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. Touch Football is one of Queensland's most popular participation sports, with over 180,000 participants engaging in the sport annually through affiliates and school competitions and events, from Thursday Island to Weipa, Mt Isa to Rockhampton, Roma to South Tweed.

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.

QTF 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

North Queensland Touch Association Inc (NQTA) was formed in 1978 and started with 10 affiliates from the North Queensland Region stretching from Mackay in the South, out to Mount Isa in the west and up to Weipa and Thursday Island in the North. The regional office is situated in Townsville.

The region consists of 22 Affiliate Associations, with a participation base of 10,000+ registered members. These statistics place the sport among the top participation based, organised sports in North Queensland.

North Queensland events, include but not limited to:

- Junior State Cup, North (April) 3-day event
- North Qld All Schools, (August) 2-day event
- North Queensland Open & Senior Regional Championship (October), 2/3-day event

North Queensland region and staff operate under a Management Agreement with QTF and are responsible for the regional administration and management of competitions, representative pathways, events, and participation.

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

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Government





## POSITION OVERVIEW

The Events Coordinator, North Qld will be integral to the delivery of QTF events across the state, with a focus on leading the delivery of regional events in North Queensland. This will include event logistics, such as, pre-event planning, set up, event delivery and reporting, coordination of travel/accommodation for event staff and officials, and workforce planning. The role will also assist with the coordination of QTF events across the state, as well as regional camps and projects, as required from time to time.

The Events Coordinator will also work closely with the QTF Operations Manager, North Qld, to support competition administration, including competition entry processes, registration & management, assisting in draw creation & reviewing, and working alongside key internal stakeholders on referee, education & competitions specific requirements.

QTF is committed to developing the sport of touch football across Queensland and this includes delivering professional, well organised events which create an inclusive, healthy and safe environment.

## KEY ACCOUNTABILITIES

Reporting to the QTF Events Manager (EM), the Events Coordinator will be integral to coordinate the delivery of QTF events and competitions across the state:

### Event Planning and Logistics

- Creation of operational planning documents and QTF Staff documents (with support from EM).
- Support the EM with the creation and management of competition management systems including creation of draws, online registration system and participant enquiries.
- Working closely with external stakeholders, including but not limited to, volunteers, event contractors and vendors to ensure a safe and enjoyable experience for all participants.
- Work closely with the EM and Events staff to ensure all permit, documentation and application conditions are met and completed within stated or expected timelines.
- Work closely with EM and Events staff to ensure all event related documentation is regularly reviewed and updated.

### Event Set up and pack down

- Working with the EM to plan and coordinate the set up and pack down of all North Qld Events.
- Onsite lead of venue bump in and bump out for North Qld Events.
- Working within the event staff/volunteers to set up team to build/pack down the event site
- Working with suppliers/vendors during bump in/out phase.

### Event Day Delivery

- Depending on size of event, either working as or leading the extended events team to ensure QTF delivers a high standard event in a safe and enjoyable environment.
- Oversight of event site, ensuring all areas are operational, safe and work cohesively with the overall event plan.
- Overview of fields/venue to ensure safety of all spectators and participants during games.
- Ensuring fields are set up correctly, sponsorship signage is appropriately positioned.
- Working with staff/volunteers to ensure the games run on time and to schedule.
- Working with staff/volunteers deliver and update results for competition.
- For large scale events, escalate any issues from the event or competition to the EM.
- For large scale events, assist with other event related duties as required by the EM.

### Event Reporting

- Work alongside the EM on the post event evaluation process and event debrief to ensure all QTF events continue to be delivered to a high standard.
- Assist with providing relevant event information and statistics for Post Event Reports.

### Competitions Coordination

- Assist as required with competitions coordination, including team nominations, participant registration and payment, auditing registration, player eligibility, verifying valid registrations and providing stakeholder support for MySideline.
- Assist as required with administration of competition fixturing and draw construction, including creation of draws in line with event Conditions of Entry requirements.



- Assist with providing relevant competition information to stakeholders.
- Assist in compliance matters relating to Competitions conditions, rules and guidelines.

#### **Attendance will also be required at the following QTF events, and others as required:**

- Bundy Cup, Bundaberg (Feb) 2 days.
- Junior State Cup, (July) 5 days.
- Qld All Schools, Gold Coast (October) 5 days.
- Qld State Cup & Qld All Nations (Nov/Dec) 5 days.

#### **KEY SELECTION CRITERIA**

In addition to demonstrating competence in the key responsibility areas outlined above, to be successful in this role will require a range of professional and personal attributes, including the following.

##### **Essential**

- Bachelor's degree in Event Management, Sports Management, Business Administration, or a related field.
- 1-2 years' previous experience in event coordination, delivering sporting competitions or similar.
- Previous experience in event coordination, logistics management and/or competition coordination.
- Strong organisational skills and ability to multitask effectively in a fast-paced environment.
- Proficiency in Microsoft Office Suite, including a knowledge of excel, word, project management tools, etc.
- Must hold or be eligible to hold a Blue Card and a current Driver's License.

##### **Desirable**

- Team player with the ability to work autonomously or under minimal supervision to meet deadlines.
- Ability to develop positive relationships with stakeholders, external providers, partners, council, etc.
- Experience in coordinating staff/volunteers to deliver successful competitions and events.
- Previous experience working with volunteers and not-for-profit organisations.
- Existing knowledge of Touch Football, as a player, official, volunteer, and/or administrator; and
- Demonstrated experience and understanding of budgets and financial reporting.

#### **COMMITMENT TO CHILD SAFETY**

QTF 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.

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 for 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. The nature of the position will require some weekend work at events or other activities.

#### **KEY PERFORMANCE INDICATORS**

To be determined in line with Performance Plans.

#### **HOW TO APPLY**

To be considered for this role, please submit a written letter of application addressing the key criteria and your experience relating to the position description along with your current CV, to:

Vacancies  
Queensland Touch Football  
Email - [vacancies@qldtouch.com.au](mailto:vacancies@qldtouch.com.au)

Applications close **COB 19<sup>th</sup> December 2026**. Please note that interviews may occur prior to the deadline.