

QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION



Job Title:	Pathway and Programs Manager	Department:	South Queensland
Location:	South QLD Office, Palm Beach	Position Type:	Full Time (38 Hours per week)
Reports to:	Operations Manager	Direct reports:	Nil
Remuneration:	Salary + Superannuation (access to Company Vehicle)	Start Date:	January/February 2026
Internal Stakeholders:	QTF CEO QTF Staff QTF Game Development Officers Regional Board Regional Staff Working Groups and Technical Panel	External Stakeholders:	Affiliated Associations Referees Schools Communities Local Government Touch Football Australia

ORGANISATION OVERVIEW

Queensland Touch Football (QTF) is a member organisation of Touch Football Australia (TFA) and benefits from strategic partnerships with both the National Rugby League (NRL) and Queensland Rugby League (QRL).

Touch Football is one of Queensland's most popular participation sports, with over 185,000 participants engaging in the sport annually through affiliates and school competitions, events and programs, from Thursday Island and Weipa, Mt Isa to Rockhampton, Roma to South Tweed.

QTF governs six regions and 80 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 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

South Queensland and Border Districts (SQBD) is a progressive region in the Queensland Touch football landscape with a participation base of over 15,000 Senior and Junior participants.

There are currently 10 affiliates and managed competitions that run weekly competitions for adults and juniors including Beenleigh Multisports, Flagstone, Gold Coast, Jimboomba, Labrador, Northern Gold Coast, Palm Beach, Redlands, South Tweed and Yarrabilba.

South Queensland Sharks junior and senior representative teams represent South Queensland at state and national events. The Sharks have a rich representative history as one of Australia's strongest regions claiming a record 13 Golden Boot titles as the champion region of Australia.

SQBD region and staff operate under a Management Agreement with Queensland Touch Football and the South Queensland Office is situated at Mallawa Drive Facility at Palm Beach.

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



POSITION OVERVIEW
<p>The Pathway and Programs Manager, South Qld is responsible for the management and administration South Queensland & Border Districts Touch Association (SQBD) and its associated activities, regional representative pathway, programs and events, communications, member support, and coordination of education and training.</p> <p>Working closely with the QTF Management and staff; SQBD Board and Technical Committees, you will be responsible for the administration function of the SQBD Association, Board and Committees; for the coordination of Sharks representative pathways, teams and tours, and regional program and event delivery, in line with QTF pathways.</p> <p>You will be pivotal in supporting affiliates and managed competitions to deliver best practice administration and governance, providing quality experiences to support competitions and representative pathways, whilst identifying and developing business growth opportunities with partners, local government, association and schools. You will also identify and lodge grant applications for the region and support affiliates with grant application.</p>
KEY OBJECTIVES
<ol style="list-style-type: none"> 1. Provide operational support, assistance and advice to Affiliates and Managed Competitions; administrative support to the SQBD Board and Technical Committees, and coordinate delivery of education and training. 2. Manage all Sharks representative team logistics including transport, accommodation, equipment management, compliance and player and volunteer support management. 3. Manage and delivery of regional programs and events for Affiliates and Schools; 4. Manage communications strategy, including social media, website and database management. 5. Financial management of the region; with the assistance the QTF Finance Team.
Operational Support
<ul style="list-style-type: none"> • Provide support and assistance for affiliates in best practice competition management that promotes and encourages inclusive participation in touch football. • 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 and events to increase participation. • Monitor the health of Affiliates, competitions, facilities, participation rates and implement strategies to ensure the ongoing viability of Affiliates. • Support affiliates in preparing grant and funding applications. • Coordinate strategic planning ensuring regional alignment to TFA and QTF strategies.
Representative Pathways
<ul style="list-style-type: none"> • Coordinate, promote and marketing of annual representative calendar. • Lead Sharks representative pathways, in line with QTF pathways. • Manage representative pathways, programs and teams, including selection policies and processes; team logistics, transport, accommodation, uniforms, finances, player and team officials support. • Budget and acquittal of representative pathways, programs and tours. • Provide administrative support to the regional Technical Committees.
Program & Event Coordination and Delivery
<ul style="list-style-type: none"> • Coordinate, promote and marketing of annual program & events calendar. • Manage and deliver regional programs and events for Affiliates and Schools. • Develop and review Conditions of Entry, reviews; with focus on continuous improvement. • Coordinate registration, draws, results, staffing, and referee support for programs and events. • Budget and acquittal of regional programs and events.

Marketing, Communication, and Reporting
<ul style="list-style-type: none"> Lead and maintain high level and effective communications with Affiliates and stakeholders. Ensure consistent messaging across all social platforms including website adhering to Social Media policies. Utilise Canva to create content to promote participation, events, representative programs, courses and extend social engagement. Prepare reports for Board, Members, AGM, as required from time to time.
Building and Maintaining Key Relationships
<ul style="list-style-type: none"> Develop and maintain strong relationships with local Government, Associations, Schools and other stakeholders to develop and grow opportunities for touch participation. Identify opportunities for new affiliates, alliances and partnerships, including expansion into non-traditional and recreational game formats Communicate and facilitate the delivery of QTF commercial and partner programs to Affiliates. Represent SQBD/QTF at events, conferences and meetings where required.
Cultural Fit
<ul style="list-style-type: none"> Work collaboratively with QTF supporting the delivery of strategic and operational priorities. Promote Touch Football internally and externally by upholding all organisational values. Display a high quality of personal appearance and conduct. Be willing to work within a specific budget, operational plans and strategic plans. Have the capacity to work outside of normal working hours and undertake travel as required.
KEY SELECTION CRITERIA
<p><u>Essential</u></p> <ul style="list-style-type: none"> Minimum 3 years' experience in an administration role, preferably senior level. Excellent administrative skills, manage multiple tasks at once and thrive in fast-paced environment Previous experience in team logistics and/or event management experience. Excellent written and verbal communication skills, and understanding social media and marketing tools Working with Children (Blue Card) Mandatory Current Driver's Licence. <p><u>Desirable</u></p> <ul style="list-style-type: none"> Bachelor's degree in Sports Administration, or related field. Previous experience in sport administration, event delivery, team logistics and/or team management. Previous experience using MySideline participant registration and competition management system, or similar. Strong computer and IT skills including experience in database management.
COMMITMENT TO CHILD SAFETY
<p>Queensland Touch Football is committed to child safety with a zero-tolerance policy for child abuse. This role requires regular contact with children, necessitating a valid Working with Children Check (Blue Card) and adherence to our Child Safe Code of Conduct. You are obligated to report any concerns immediately, promoting an environment where children feel safe and heard. Thorough vetting and training are mandatory for all staff.</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>
HOURS OF WORK
<p>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. The nature of the position will require some weekend work at events or other activities.</p> <p>We have a flexible approach to ensuring our people can balance family life & personal commitments alongside the demands of the industry, including additional annual leave and recovery days throughout year.</p>

RIGHT TO WORK IN AUSTRALIA

Applicants must have the legal right to work in Australia at the time of application and throughout the duration of employment.

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:

Queensland Touch Football

Email - vacancies@qldtouch.com.au

Applications close on **11 January 2026**. Please note that interviews may occur prior to the deadline.