

QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION



Position:	Administration Officer, Brisbane	Department:	Regional Administration
Location:	Milton Office, Brisbane	Position Type:	Part-Time (up to 21 hours per week)
Reports to:	Regional Manager, Brisbane	Direct reports:	N/A
Remuneration:	Entry Level	Start Date:	May/June 2026
Internal Stakeholders:	QTF Management and Staff Regional Staff Regional Board and Regional Technical Committees	External Stakeholders:	Affiliated Staff and Volunteers Schools/Teachers Coaches/Manager Players/Parents Referees/Referee Coaches

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 200,000 participants engaging in the sport annually through affiliates and school competitions and events, from Thursday Island and Weipa, Mt Isa to Rockhampton, Roma to South Tweed.

QTF governs six regions and 79 affiliated associations across Queensland 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

QTF operates several regions under the Management Agreement, including Brisbane Touch Football (BTF), South Qld and Border Districts (SQBD), North Queensland Touch Association (NQTA) and Sunshine Coast, Fraser and Burnett District Association (SCFBDA).

Our regional bodies support our affiliates to enhance the participant experience, conduct regional and school events, and coordinate regional representative teams at National Touch League and National Youth Championships events.

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.

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.

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





POSITION OVERVIEW

The Administration Officer, Brisbane will provide administration and logistics support for event/programs, representative teams and tournaments, stakeholders and committees, including providing accurate and timeline communication updates through various channels including website and socials.

This role is perfect for an entry level sports management graduate, or similar, who is highly organized; with exception administration skills; can manage multiple priorities; and takes pride in delivering high-quality outcomes.

KEY ACCOUNTABILITIES

Key Objectives

- Provide office administrative support and maintain social and web presence across the region.
- Event/program administration, stakeholder communications and support in logistics for event/program delivery
- Representative team/tour administration, stakeholder communications and team/tour logistics and support.
- Support tournament logistics including transport, accommodation (where required), equipment management, compliance, player and volunteer support management.

Office Administration, Communication and Branding Support

- Maintain updated social channels (i.e.: Facebook, Instagram, etc.) and ensure regional websites are kept up to date with relevant information/content.
- Adapting template socials tiles / branded documents / Microsoft Forms for all different regions
- Provide administrative support to Staff, Board and Technical Committees, as required
- Providing support and assistance for data processing, spreadsheet, meetings minutes and records.
- Provide support in the administration of courses and assist stakeholders with online course registration.
- Attend to all incoming correspondence in a timely and professional manner.

Event/Program Support

- Support marketing communications, socials and web updates;
- Support administration including Team Registration EOIs for Affiliate/Schools events; provide invoicing spreadsheet to Finance; assist with competition administration and stakeholder communications.
- Assist in competition set-up on MySideline including player registration, draws and results, as required.
- Assist with regional events/programs, including setup, pack-down and on-site support.

Tour and Team Logistics (NYC/NTLs)

- Representative team/tour administration, including support in processing requirements for selection and tours for players, coaches/managers and officials;
- Pre event Qualification Checks (SIA, WWCC. Player Eligibility via MySideline).
- Provide support in the registration of players, coordination of levies and invoicing spreadsheet to Finance; and communications with players/parents, coaches/managers and officials.
- Attend and support the conduct of representative Selection Days, Training Days (support the collection of paperwork, distribution of uniforms, etc), and attend representative events as tour assistant.
- Assist in coordinating logistics and timings for regional trials, tour lead ins.
- Assist in coordinating tour infrastructure, logistics and combined regional resources.

General Duties

- Assist with efficient and effective administration of Brisbane office as required.
- Other duties as determined from time to time.

HOURS OF WORK

The role is part-time with hours worked weekly on an agreed schedule based at the Milton Office, Brisbane.

The sports industry operates outside of traditional business hours, this includes working weekends from time to time, and you must be willing and able to work when events are 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.



KEY SELECTION CRITERIA

To be successful in this role will require a range of professional and personal attributes, including the following:

Essential

- Previous experience in administration, programs and/or events, preferably in sporting industry.
- Strong organisational, prioritisation, and time management skills.
- High level of written and oral communication skills supported by interpersonal skills.
- Proficient in Microsoft Office Suite with an interest in learning more digital skills.
- A positive can do attitude; who is willing to get involved and takes pride in delivering high-quality outcomes.
- Must hold or be eligible to hold a "Blue Card" Working with Children Check.

Desirable

- Knowledge of touch football and/or sporting organisations.
- Experience working with volunteers and in a volunteer environment.
- Previous experience using MySideline, or similar online systems.
- An energetic, motivated, enthusiastic self-starter.
- Current Driver's Licence.

HOW TO APPLY

To be considered for this role, please submit a one-page cover letter and your current Resume with your application to QTF Vacancies @ vacancies@qldtouch.com.au

For enquiries, please contact:

Peter Shallcross
Regional Manager, Brisbane
P. 07 3367 6257
E. peter.shallcross@qldtouch.com.au

Applications close on 12th June. Interviews may commence prior to the closing date in an endeavour to fill the position.

No agency applications please.