

QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION



Position:	Participation Manager	Department:	Game Development
Location:	Brisbane, or elsewhere as agreed.	Position Type:	Full Time (week-ends included)
Reports to:	Pathways and Performance Manager	Direct reports:	Game Development Staff
Internal Stakeholders:	Game Development Staff Programs Coordinator Management Team & Staff Regional Staff	External Stakeholders:	Affiliates and Regions Schools/Teachers Coaches/Field Officers Referees/Referee Coaches Participants/Volunteers Community Organisations Delivery Partners

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 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

POSITION OVERVIEW

The Participation Manager is responsible for driving sustainable participation growth across Queensland Touch Football, providing strong operational leadership across all participation initiatives. This includes accountability for the development, implementation, and tracking of annual participation plans, individual work plans, as well as, leading and supporting a team to achieve agreed outcomes.

Reporting to the Pathways and Performance Manager, the role leads QTF's growth agenda through the effective delivery of field-based initiatives. This includes ensuring participation programs, affiliate and school support, and regional development activities are well coordinated, measurable, and aligned with organisational priorities.

You will lead the Game Development team to collaborate effectively and build strong relationships with affiliates, schools, communities, and regions. The role focuses on identifying participation opportunities, strengthening coach and referee capability and enhancing the participant experience; supporting sustainable participation growth.

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



KEY ACCOUNTABILITIES

- 1. Participation Growth Planning & Reporting:** Manage and monitor participation growth planning, work plans, reporting, calendar and workload in line with Game Plans and OKR's, in delivery of agreed strategic outcomes.
 - Lead the planning and implementation of QTF Participation Plan, aligned to Whole of Sport participation plan.
 - Develop and support the delivery of aligned work plans, outlining activities, targets, timelines and budgets.
 - Monitor and report progress on work plans, identifying risks and opportunities for improvement.
 - Collect and analyse participation data identifying trends to inform decision-making.
 - Work with affiliates and regions to identify local participation opportunities, challenges and solutions.
 - Prepare quarterly and annually reports, recommendations and deliver regular stakeholder updates.
- 2. Program Planning, Coordination and Delivery:** Oversee the design, delivery, and continuous improvement of programs aligned with the QTF Programs Framework and Whole-of-Sport Participation Plan;
 - Develop an annual calendar of participation programs that maximises resources, engagement and growth opportunities across key environments, including but not be limited to:
 - Affiliate programs:
 - QTF Academies (Q Discovery, Q Development, Q Performance, School Holiday Programs)
 - Inclusion programs (Women in Touch, Mums & Bubs, All Abilities)
 - Introductory participation programs and game formats (e.g. Fast 4s, Term Touch)
 - Schools environment:
 - First Try Sporting Schools;
 - Teacher Professional Development (TPD)
 - Schools Gala Days (including Beach formats); Schools Cup (Primary & Secondary)
 - Queensland Special Education Championships
 - Queensland Representative School Sport pathways.
- 3. Coach, Referee and Player Development:** Oversee the coordination and delivery of education, accreditation and upskilling of coaches/teachers, referees and players, across affiliate, school, region and community.
 - Lead the delivery of accreditation courses for coaches and referees.
 - Lead the delivery of player, coach and referee developer programs, workshops, seminars and clinics.
 - Support associations and regions with targeted development initiatives.
 - Engage and support participants in their ongoing development pathways.
 - Contribute to talent pathway programs to identify and nurture emerging players, coaches, and referees.
- 4. Operational Leadership:** Provide strong leadership and direction to ensure the consistent, professional, and high-quality delivery of participation programs aligned with QTF strategic and operational priorities.
 - Recruit, train, and lead Game Development staff and casual Field Officers.
 - Establish clear work plans, performance expectations, and reporting systems to guide delivery.
 - Foster a positive culture that promotes accountability, collaboration, excellence, and continuous improvement.
 - Manage participation-related budgets, ensuring effective allocation of resources and financial compliance.
 - Support staff capability development through coaching, mentoring, and professional growth opportunities.
- 5. General Duties and Responsibilities:** Contribute to the QTF Strategic Plan and organisational objectives.
 - Manage correspondence, reporting and stakeholder communication relevant in a timely manner.
 - Represent Qld Touch Football on relevant committees, forums and stakeholder groups as required.
 - Support and contribute to the successful delivery of major events, tournaments, and organisational initiatives.
 - Ensure consistent implementation of systems, standards and best practices.
 - Work collaboratively across departments and broader sport to achieve whole-of-organisation outcomes.
 - Operate in accordance with Qld Touch Football's policies, procedures, values and governance expectations.
 - Undertake additional duties as directed by the CEO or Manager.



CULTURAL FIT

- Thrives in a collaborative, fast-paced, sport-driven environment.
- Support the business through collaboration and engagement, and delivery of QTF priorities and initiatives.
- Embodies QTF values, contributing positively to team culture and organisational reputation.
- Display a high quality of personal appearance and conduct.

KEY SELECTION CRITERIA

Essential

- Proven ability to plan, deliver and evaluate participation programs and development initiatives.
- Strong organisational and time management skills, with the ability to manage competing priorities.
- Ability to analyse data and prepare clear reports to support decision-making.
- Experience leading or supporting staff/teams, driving accountability and outcomes.
- Demonstrated ability to manage budgets and resources effectively.
- Hold current Blue Card (Working with Children Check).
- Current Driver's Licence.

Desirable

- Relevant Coaching and/or Officiating Accreditation
- Knowledge and understanding of touch football and/or sporting organisation landscape
- Experience working with volunteers and in a volunteer environment
- Self-motivated with a proactive and positive approach

Benefits

- Flexible workplace
- Modern office in a central location
- Great team culture
- Staff training and development

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 ensure a child safe environment is maintained.

The QTF Child Safety & Wellbeing Policy 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 of this position. All employees must comply with the current Blue Card/Working with Children Check requirements.

RIGHT TO WORK IN AUSTRALIA

To be considered for the position, applicants must have the legal right to work in Australia at the time of application and throughout the duration of employment.

HOURS OF WORK

The sports industry operates beyond traditional business hours, with training, programs, competitions and events often occurring across afternoons, evenings and weekends. As a customer-focused role, flexibility is required to support QTF's presence when participation-related activity is happening, delivering program, events or stakeholder engagements.

This will involve weekday afternoons or evenings, and weekend work. To support this, QTF offers a flexible approach to work arrangements, allowing staff to balance family and personal commitments alongside the demands of a fast-paced, sport-driven environment.