



QUEENSLAND TOUCH FOOTBALL POSITION DESCRIPTION

Position:	Competition Manager	Department:	Premier & City Touch
Location:	Milton Office, Brisbane	Position Type:	Full Time (Evening hours and weekend work)
Reports to:	Manager, Commercial, Events & Strategy	Direct reports:	Partnerships & Engagement Coordinator (P/T) Referee Development Officer (P/T)
Remuneration:	Dependent upon experience	Start Date:	TBC
Internal Stakeholders:	Chief Executive Officer Business & Finance Manager Finance & HR Administrator QTF Marketing & Comms Brisbane Regional Manager	External Stakeholders:	Venue Lessees Venue Organisers (VO's) Team Coordinators Players, Referees, Coaches, Volunteers

ORGANISATION OVERVIEW

Queensland Touch Football 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.

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

Premier City Touch is owned and operated by Queensland Touch Football and conducts social competitions in multiple venues across Brisbane, including Newmarket, Mt Gravatt, Fairfield, Chelmer, Bardonia, West End and Bellbowrie. Premier City Touch competitions are played 3 nights (Monday through Wednesday) across 5 seasons each year. Premier City Touch also runs the very successful Casuarina Cup (Cas Cup) annually.

POSITION OVERVIEW

The Competition Manager, Premier City Touch is responsible for providing leadership, support and delivery of PCT operations, ensuring the ongoing promotion, improvement and development of competitions and events, while building strong relationships with our customers, staff, venues, local government, and partners.

Reporting to the Manager, Commercial, Events & Strategy, you will oversee PCT Staff, Venue Organisers and Referees to ensure operations are conducted professionally to the highest standard and maintain a positive customer experience.

To excel in this role, you will need to be motivated to inspire and lead the team and drive growth in the business. You will have excellent people skills, enjoy working in a small team environment and have a desire to engage with customers and staff, while regularly attending competition venues in evenings

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



KEY ACCOUNTABILITIES

Competition Management Oversight

- Oversight of Premier City Touch competitions staff and Venue Organiser and volunteers, including recruitment, inductions, training and performance management.
- Hands on assistance with customer enquiries and complaints and competition management, including organisation and scheduling of competitions, draws, and use of online Competition Management systems.
- Have a thorough understanding of competition and venue operations, including ensuring Operations Manuals, policies and procedures are correctly implemented by staff and reviewed/updated regularly.
- Ensure compliance with all Work, Health & Safety policies and procedures and facilitate cooperation on health and safety issues at venues and competitions.
- Oversight of disciplinary matters, ensuring that disciplinary policies and procedures are correctly adhered to, as per TFA Disciplinary Regulations and PCT Disciplinary Panel, is supported and developed.
- Ensure consistency of competition operations, venue staffing and customer service delivery across all competitions and venues
- Maintain oversight of competition venues, including undertaking regular venue audits to ensure quality and service of PCT competitions are maintained.
- Maintain oversight of up-to-date presence on websites and socials media platforms, ensuring venue organisers capture nightly activities with team, players and referees and upload regularly onto social media platforms.
- Oversee competition, venue and department budgets and finance processes ensuring the efficient collection of all revenues and payment of expenses, as required by QTF Finance department.
- Work in conjunction with QTF Finance department to prepare budgets for competitions and events and analyse PCT to ensure financial viability of competitions and venues.

Competition Evaluation & Season Planning

- Providing regular analysis and reporting of existing competitions across seasons and venues.
- Monitor the health of the competitions, participation, venue quality, and financial viability to ensure the ongoing sustainability and growth of the competition.
- Regularly review, consult and gather feedback from staff, referees, venue organisers, team managers and customers on competition satisfaction, venue suitability and season structures.
- Create and maintain seasonal and annual calendars for Premier City Touch competition and events, including ensuring venue leasing/hiring arrangements are secured.
- Liaise with QTF marketing department and Partnerships and Engagement Coordinator to ensure annual marketing and social media plans are developed.
- Monitor and support the timely delivery of marketing activations across each competition season and venue, including websites, socials, EDM, telephone and SMS campaigns.

Business Development & Growth

- Identify opportunities and strategies to revitalise and develop competition and venue offerings, with a focus on maximizing the capacity of existing venues with secure leasing/hire agreement.
- Identify and create new alliances and partnerships, including expansion into non-traditional and recreational game formats (i.e. Fast 4, Women in Touch program, etc.).
- Research such as, but not limited to, various competitions and locations, marketing, social media presence, partners.
- Engage and leverage commercial partnerships that value-add to the customer experience and maximise commercial returns for PCT.
- Develop and maintain relationships with key venue stakeholders/leases, LGA's and QRL to secure leasing/hire agreement and ensure venue, fields and lighting are maintained to the highest standards.
- Work alongside the Finance Manager to develop financial modeling to identify potential for growth of PCT competition and events.
- Provide strategic direction for competition expansion and improvements.



KEY SELECTION CRITERIA

Essential

- Exceptional drive and ability to work independently, priorities and manage workloads
- Excellent verbal and written communication skills, strong interpersonal and networking skills
- Commitment to teamwork and work within a small team environment
- Experienced at setting and exceeding targets
- Proven ability to problem solve through innovative thinking
- Must hold a current Driver's License
- Must hold or be eligible to hold a Blue Card

Desirable

- Knowledge of touch football and/or sporting organisations
- Experience in competition management, sports administration or similar
- Previous experience using MySideline, or similar online competition management systems
- An energetic, motivated, enthusiastic self-starter

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.
- Displays a high quality of personal appearance and conduct.

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 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 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.

To execute this role effectively the successful applicant will need to be willing to attend venues in the evenings to build relationships with key stakeholders and to understand the operations of the business.

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 Selection Criteria and your experience relating to the position description, along with your current CV.

For enquiries, please contact:

Rachael Stacey

Manager Commercial Events & Strategy

E: rachael@qldtouch.com.au

Please Note: Only shortlisted applicants will be contacted. We reserve the right to interview prospective applicants prior to the application closing date.