

Position Description



Position Title: State Project Officer – Victoria

Classifications: Band 3 Management Level (Refer to the Touch Football Australia Certified Agreement)

Reports To: Sport Operations Manager – Victoria, Touch Football Australia

Introduction

Touch Football Australia Incorporated (TFA) is the governing body for the sport of Touch Football in Australia.

Touch Football is a sport that is thrilling, enjoyable and accessible to all.

TFA is responsible for the overall leadership, management, administration and development of Touch Football across the nation. Conducted through the unique management model where there are states under direct control of this body and core partnerships with the states of New South Wales and Queensland.

TFA has core values that include leadership, integrity, professionalism, diversity and excellence. Using these values our mission is to provide direction for the sport of Touch Football and develop our dynamic game to the position of Australia's leading community sport. We have professional people working in all facets of the organisation and believe we make a positive difference to people lives.

Location

TFA Managed location – Victoria (Albert Park, Melbourne).

Job Description

A. Primary Purpose of the Role

The Project Officer is to lead and project manage the design, planning, implementation and roll out of a new participation product.

B. Job Responsibilities

Program Leadership

- Lead the development of new Touch Football inclusive program and oversee pilot testing and roll out across Victorian locations;
- Provide ongoing support to program participants to continually be engaged in Touch Football through existing competitions and events;
- Support the development of the Victorian Operational Plan to ensure KPI's for local requirements are achieved;
- Participate in the evaluation and data collection for the program; and
- To provide education, training and support to program facilitators to deliver the new program offering.

Budget

- Manage, report and communicate regularly on relevant components of the project budget, in line with TFA budget principles and processes;
- Establish a sustainable business model that will support the ongoing delivery of the new program;
- Monitor all Income and Expenditure relating to the project in Victoria;



- Work in conjunction with Management to prepare budgets for all projects and programs.

Administration

- Development of communication and marketing materials to engage and connect with the new program audience;
- Prepare annual and progress reports as required and provide information for National reporting; and
- Attend all professional courses, workshops or meetings which will add to the development of the skills to support the delivery of the project.

C. Key Relationships

- Work closely with and under the direction of the TFV Management and respective staff of Touch Football Australia – Victoria and TFA National office;
- Liaise with relevant personnel and key stakeholders to the project; and
- The ability to communicate and consult with potential participants in the development, testing and refinement of the participation program; and
- Provide high quality customer service to participants, affiliates, volunteers and project partners.

D. Key Selection Criteria

The right candidate for this role will be self-motivated, energetic and enthusiastic. You will be passionate about making a positive difference to people's lives and promoting physical activity more broadly.

You will have the following skills experience, qualifications and knowledge:

- Relevant tertiary qualifications in project management combined with experience in the planning, implementation and evaluation of a new program;
- Experience in tailoring and developing a program/ product to fit a specific audience;
- Excellent written and oral communication skills supported by interpersonal skills of a high order;
- Proven experience working in a non-profit environment;
- Demonstrated experience and skills to work within a specific budget, operational plans and strategic plans;
- Highly effective relationship building skills to build partnerships with a range of stakeholders;
- Proficient computer skills and competency in using Word, Excel, PowerPoint, Outlook and database tools (among other platforms);
- Demonstrated ability to consistently display customer services principles, practices and attributes; and
- Demonstrated initiative and problem solving skills.

E. Key Performance Indicators

The key performance indicators of this position directly relate to TFA achieving priorities within the TFA Strategic Plan, Victoria's Operational Plan and program deliverables.

How to Apply

If you believe you demonstrate the TFA values of Leadership, Integrity, Professionalism, Diversity and Excellence and are suited and interested in this opportunity, please forward your application (including a cover letter and resume addressing the selection criteria outlined above) to careers@touchfootball.com.au by **COB Wednesday 19 July 2017**.

This role will be subject to relevant pre-employment checks including a current Victoria Working with Children check (WWCC).