



Position Description

Position Title: National Education and Policy Manager
Classification: Band 4 Management Level (Refer to the Touch Football Australia Certified Agreement)
Reports To: National Participation Manager

Introduction

Touch Football Australia Incorporated (TFA) is the governing body for the sport of Touch Football in Australia. TFA has a strategic alliance with the National Rugby League (NRL) through the Australian Rugby League Commission, hence the sport being known as NRL Touch Football.

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.

TFA's core values are 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.

Location

To be determined

Job Description

A. Primary Purpose of the Role

- Lead the education and development of our workforce to support the growth of Touch Football.
- Lead the ongoing review and development of policy to protect our people through best practice governance principles.
- Develop community and school based resources to assist the delivery our sport.
- Implement efficient education delivery methods through the use of technology.
- Lead the administration of the Member Protection Policy at a national level.

B. Job Responsibilities

Resource Development and Education

- Lead coaching and referee education, development and recruitment through the creation of resources and leading-edge delivery methods.
- In line with the Sport Education Framework lead the development and education of the sport's volunteer network.
- Monitor sport education and volunteer data to identify education and delivery trends and develop strategies to adjust accordingly.
- Work with the NRL to identify resource similarities, develop unified coach and referee courses and lead the implementation strategy.



Policy Development, Education and Compliance

- Lead the creation, implementation, education and ongoing management of sport related policy.
- Ensure the sport's compliance with government regulation and policy as it relates to the sport.
- Provide support resources, templates, education and professional development to the touch football community.
- Support the Performance and Pathways Manager in the education of the sport's athletes in Anti-Doping, Match Fixing and other related policies.
- Perform the duties of the TFA Member Protection Officer as outlined in the TFA Member Protection Policy.

Sport Education System

- Review and develop a succinct Sport Education System, linked to achieving success against the TFA Strategic Plan and Participation Plans.
- Ensure the Sport Education System links effectively to the Australian Sports Commission Vocational Education and Training and the Australian Curriculum.
- Ensure adequate Intellectual Property protection is implemented to protect the organisation of TFA.

Sport related Professional Development, Training and Resource Production

- Provide, promote and support professional development and further formal and informal training opportunities for our people.
- Establish partnerships and foster relationships with external educational institutions and providers, government agencies to provide alternative, specialised or additional professional development and training opportunities for members.
- Identify opportunities for the growth and commercialisation of Sport Resources, with a particular focus for online mediums.
- Develop primary and high school specific game based resources to assist teachers in the delivery of the sport in schools.

Operational Leadership

- Provide advice, policy development and decision-making support to the Participation Manager, Performance and Pathways Manager and Chief Operating Officer where appropriate.
- Participate as a member of the TFA network and facilitate appropriate links between state based staff and the national network.
- Manage project budgets and financial requirements related to portfolio.

Administration

- Prepare annual and progress reports as required and provide information for national reporting on volunteer workforce trends.
- Attend all meetings as required by relevant Management.
- Be conversant with the rules, regulations, procedures and constitution of TFA.
- Attend all professional courses, workshops and or meetings which will add to the development of the skills of the position.



C. Key Relationships

- Work closely with and under the direction of the Participation Manager of Touch Football Australia.
- Work with relevant TFA personnel, or states staff within state operations.
- Work with relevant personnel in various levels of government and government agencies, most notably ASC and AIS.
- Provide customer service to participants, affiliates, volunteers and partners.

D. Key Selection Criteria

- Previous experience in developing and writing sport resources and policy.
- Sound knowledge, relationship or background in Touch Football and knowledge of the structure and operation of Touch Football Australia.
- Demonstrated initiative and self-management with success in delivering outcomes.
- Excellent written and oral communication skills supported by interpersonal skills of a high order.
- Proven experience working with volunteers in a non-profit environment.
- Demonstrated experience and skills to work within a specific budget, operational plans and strategic plans.
- Experience in working in a diverse team to achieve planned outcomes.
- Demonstrated computer literacy and competence in particular using a Training Management System or similar.

E. Qualifications

- Tertiary qualifications in sport management, education or related field are desirable.

F. Other

- Capacity to work outside of normal working hours and undertake travel as required.
- Current drivers licence.
- Display a high quality of personal appearance and conduct.
- Always observe strict confidentiality, promoting Touch Football and the brand of the NRL internally and externally by upholding all organisational values.
- Willing to work under the provisions associated with the Certified Agreement of TFA and abide by the policies of the organisation.

G. Key Performance Indicators

The key performance indicators of this position directly relate to TFA achieving the key objective of the TFA Strategic Plan to substantially grow participation, in particular the development of sustainable workforce.