



Position Description

Position Title:	State Project Officer – Victoria
Classifications:	Band 2 Coordinator Level (Refer to the Touch Football Australia Certified Agreement)
Reports To:	State Manager – Victoria, Touch Football Australia
End Date:	30th June 2021

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 and has over 675,000 people participating annually.

TFA has four operating principles; we rip in, stick tight, take the high road and are forward focused. Operating with these principles, our core focus is to enhance the experience and grow the sport.

Location

Touch Football Victoria Office - Melbourne, Victoria.

Primary Purpose of the Role

The Project Officer will coordinate and lead the design, planning, implementation and roll out of a new participation product known as Youth in Touch.

Job Responsibilities

- » Coordinate and lead the development of Youth in Touch programs and oversee roll out across Victorian locations.
- » Provide ongoing support to program participants to ensure they are converted to engage in other TFA competitions and events.
- » Coordinate and lead the delivery of Youth in Touch programs to ensure KPI's for National and local requirements are achieved.
- » Participate in the evaluation and data collection for the program.
- » Provide education, training and support to facilitators and host affiliates so they may also deliver the new program offering.
- » Coordinate, report and communicate regularly on relevant components of the project budget, in line with TFA financial principles and processes.



Touch Football Australia
Suite 1/18 Napier Close, Deakin ACT | PO Box 9078, Deakin ACT 2600
Phone: +61 2 6212 2800 | Fax: +61 2 6212 2822
www.touchfootball.com.au | info@touchfootball.com.au

ABN 55 090 088 207



- » Coordinate the implementation of a sustainable business model that will support the ongoing delivery of the product beyond project funding.
- » Monitor all income and expenditure relating to the product in Victoria.
- » Work in conjunction with the State Manager to prepare budgets for all projects and programs.
- » Lead the development of communication and marketing materials to engage and connect with the Youth in Touch audience.
- » Prepare annual and progress reports as required.

Key Relationships

- » Attend all professional courses, workshops or meetings relating to the delivery of Youth in Touch.
- » Work with relevant TFA personnel, or states staff within state operations.
- » Work with relevant personnel in various levels of government across Victoria.
- » Provide customer service to participants, affiliates, volunteers and partners.

Key Selection Criteria

- » Tertiary qualifications in sport management or related field are desirable.
- » Previous experience in sport management and program delivery.
- » Previous experience working towards Gender Equality in Sport.
- » 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.
- » Excellent written and oral communication skills supported by interpersonal skills of a high order.
- » Demonstrated ability to consistently display customer services principles, practices and attributes.
- » Demonstrated computer literacy and competence in particular excel and database tools.
- » Demonstrated initiative and self-management.
- » Capacity to work outside of normal working hours and undertake travel as required.
- » Current drivers licence and access to personal vehicle.

