



## Position Description

<b>Position Title:</b>	Competitions Coordinator
<b>Classifications:</b>	Sport Coordination Level (Refer to the Touch Football Australia Certified Agreement)
<b>Reports To:</b>	ACT State 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 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

ACT Touch Football Office, Deakin ACT

### Primary Purpose of the Role

Reporting to the State Manager, the Competitions Coordinator is responsible for administering all Touch Football Australia centrally managed senior competitions, events and relevant pathways in the location. The role oversees the operation and coordination of the day to day administration of these competitions with a focus on providing a quality participation experience for the community.



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## Job Responsibilities

- » Provide leadership to TFA senior competitions, ensuring players, members and volunteers are engaged.
- » Implement strategies, policies and procedures to manage senior competitions so they become standardised, efficient and effective while allowing for localised variance.
- » Continually evaluate and benchmark all senior competitions and develop enhancement strategies.
- » Develop and maintain an orientation program for all Competition Coordinators and support staff such as Ground Controllers, Referee Coordinators and team contacts.
- » Oversee all aspects of senior team/player nomination and competition allocation.
- » Ensure that all senior competitions are appropriately resourced with staff, volunteers and officials.
- » Coordinate and administer all compliance matters associated with conducting competitions – e.g. guidelines, rules/conditions of entry, by-laws and judicial matters.
- » Provide and assist in quality assurance mechanisms with team delegates meetings and feedback forums for competitions.
- » Promote and develop all senior competitions, including advertising, promotions and marketing.
- » Liaise with the relevant direct report and TFA staff on competition issues, ensuring smooth operations between state and national staff.
- » Manage all aspects of senior representative pathways.
- » Provide strategic direction both on a national and state level for competition expansion.
- » Develop and maintain key relationships with local council for facility acquisition and retention.
- » Long term facility planning and positioning in all locations, which will require proactive work with Government.
- » Ensure technical programs and educational aspects are conducted at all competitions in line with national platforms and advice.
- » Monitor all income and expenditure relating to the competitions with efficiency and maintain tight debtor management processes.
- » In conjunction with management prepare budgets for senior events and competitions.
- » Attend courses for personal and professional development where required.
- » Provide support and undertake responsibilities required by the organisation.





### **Key Relationships**

- » Work with relevant personnel in various levels of government, in particular regulatory bodies pertaining to ground hire and leasing.
- » Work closely with key volunteers and officials of the sport, including referees, clubs and participants.
- » Work closely with and under the direction of the State Manager.
- » Work closely with the TFA network and member states in the growth of participation.

### **Key Selection Criteria**

- » Demonstrated success in the delivery of sporting programs, events and competitions.
- » Excellent understanding and application of customer service principles.
- » Excellent written and oral communication skills supported by interpersonal skills of a high order.
- » Demonstrated experience in working with a diverse team to achieve planned outcomes.
- » Demonstrated ability to observe strict confidentiality, promoting Touch Football and the brand of the NRL internally and externally by upholding all organisational values.
- » Excellent organisational skills with the ability to supervise and manage volunteers.
- » Demonstrated initiative and self-management with high problem-solving skills.

