



POSITION DESCRIPTION

Position Title: Community Sports Coordinator

Classification: Sport Coordination Level

(Refer to the Touch Football Australia Certified Agreement, 2020-2024)

Reports To: 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 480,000 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

WA Touch Football Office, Floreat, Perth

Primary Purpose of the Role

Reporting directly to the State Manager, the Community Sports Coordinator is responsible for the support of Touch Football Affiliates within the state and the coordination, administration, delivery, and expansion of the sport's programs throughout the community.



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Job Responsibilities

- » Provide leadership, guidance, and support to all Affiliates within the state.
- » Assist in providing a high level of communication with Affiliates and their members to ensure they are up to date with current trends, administration, and initiatives.
- » Assist and promote inclusive participation opportunities for Indigenous, Multicultural, All Abilities and LGBTIQ communities.
- » Assist in the delivery of the Junior Development plan incorporating, but not limited to 'Come & Try days, Gala Days, school engagement, Coach engagement and volunteer engagement.
- » Actively assist in service and delivery of Affiliate Junior programs, junior clinics, gala days, and events.
- » Continually evaluate and benchmark all Affiliate competitions and develop enhancement strategies.
- » Liaise with School Sport WA to enhance relationships and coordination of representative programs.
- » Assist the development and delivery of Sporting Schools Programs, WACE, and overarching school strategies with an aim to transition participants into community competitions.
- » Assist with the provision of education, training and support to Field Officers.
- » Assist to ensure technical programs and educational aspects are conducted for all competitions in line with current national platforms and advice.
- » Provide innovative options to the membership through modified formats in delivery and game types.
- » Assist in the education, training, and resources to support volunteer workforce planning and development for the Affiliate network.
- » Support and integrate programs within existing Affiliate and community structures.
- » Assist with providing competition software support to Affiliates.
- » Assist with the servicing and support of Affiliates both Metro, Regional and remote.
- » Attend Affiliate meetings, competition and award nights where required.
- » Assist Affiliates in the promotion, management, delivery of their competitions.
- » Assist in the delivery of local, state, and national events.
- » Attend courses for personal and professional development where required.
- » Provide support and undertake responsibilities required by the organisation.

Key Relationships

- » Provide elevated customer service to Affiliates, 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.
- » Liaise with relevant Council and government agencies where required.





Key Selection Criteria

- » Demonstrated success in the delivery of sporting programs, events, and competitions.
- » Hold or willingness to complete Touch Football Coaching and Referee accreditations.
- » Excellent written and oral communication skills supported by interpersonal skills of a high order.
- » Demonstrated computer literacy and competence in particular excel and database tools.
- » Excellent understanding and application of customer service principles.
- » Demonstrated experience in working with a diverse team to achieve planned outcomes.
- » Proven experience or willingness to work with volunteers in a non-profit environment.
- » Sound understanding of the structures and needs of the TFA community.
- » Demonstrated ability to observe strict confidentiality.
- » Demonstrate the promotion of 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.
- » Willingness to work within a specific budget, operational plans, and strategic plans.
- » Capacity to work outside of normal working hours and undertake travel as required.
- » Display a high quality of personal appearance and conduct.
- » Hold or willing to obtain a Working with Children Card (WA).
- » Current Drivers Licence.
- » Willing to work under the provisions associated with the Certified Agreement of TFA and abide by the policies of the organisation.

