



POSITION DESCRIPTION

Position Title: Events & Competitions Coordinator

Classification: Sport Coordination Level
(Refer to the Touch Football Australia Certified Agreement, 2020-2024)

Reports To: State Manager (WA)

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 to the State Manager, the Events & Competitions Coordinator is responsible for overall coordination of the state's major event programs including the State and regional representative events.

The Events & Competitions Coordinator will assist with all TFWA managed competitions across all state-based locations, scope the development of new competition programs and formats, align with State Government engagements, and support commercial sponsorships, accordingly.

The role will also take lead on communications including website and social media.





Job Responsibilities

- » Coordinate the day-to-day operations of Touch Football competitions, events, and tournaments.
- » Coordinate and monitor, the oversight of the day-to-day operations of Touch Football competitions including financial and resource management.
- » Oversee all compliance matters associated with conducting competitions and events.
- » Through best practice, quality service and innovation, provide a high level and positive experience for the community at all competitions, events, and tournaments.
- » Implement national and state strategies, guidelines, policies and procedures to manage competitions, events and tournaments with efficiency and effectiveness.
- » Provide guidance, advice, leadership with competitions, events and towards delegates.
- » Through associations, partnerships and strategic alliances develop and implement a centrally managed, commercial and modified format growth strategy for the state.
- » Benchmark local competitions and in partnership with affiliate administration to deliver best practice operating models with a focus on enhancing the experience.
- » Grow the sport through the development and delivery of corporate and community initiatives.
- » In accordance with the TFA Finance Manual, develop program budgets for approval; deliver all programs, competitions, tournaments and events within budget and report as required.
- » Assist the State Manager in the development and management of the TFWA budget as required.
- » Process and submit all weekly accounts payable and receivable.
- » Assist the State Manager with the sourcing, application, delivery, and acquittal of government grants and assist in managing relationships with government and other delivery partners.
- » Service TFWA commercial partnerships and oversee state delivery for national partners.
- » In accordance with national strategies led by the GM of Marketing and Communications, manage all marketing and communications platforms providing heightened engagement, exposure and connection to the community.
- » Attend various professional courses, workshops and/or meetings which will add to the development of skills of the position, as determined by TFA management.
- » Provide support and undertake responsibilities as required by the organisation.

Key Relationships

- » Work closely with TFA personnel from departments relevant to the programs.
- » Maintain a strong relationship in supporting the State Manager and TFWA staff.
- » Work closely with key volunteers and officials of the sport, including referees, clubs and participants.
- » Ensure strong and productive relationships with NRL WA.
- » Work closely with government and third-party program delivery partners.
- » Work closely with the TFA network and member states in the growth of participation.





Key Selection Criteria

- » Demonstrated success in the delivery of sporting or comparable programs, events, and competitions.
- » Demonstrated initiative and self-management skills.
- » Excellent written and oral communication skills supported by interpersonal skills of a high order.
- » Demonstrated computer literacy and competence in relevant competition software.
- » Demonstrated literacy with social media and online platforms.
- » Excellent understanding and application of customer service principles.
- » Demonstrated experience in working with a diverse team environment to achieve planned outcomes.
- » Proven experience in negotiation, networking, and facilitation skills.
- » Demonstrated ability to observe strict confidentiality.
- » Excellent organisational skills with the ability to supervise staff and manage volunteers.
- » Demonstrated initiative and self-management with high organisational and 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 fitting of the position.
- » Current Drivers Licence.
- » Hold a current or willing to obtain a Working with Children Card (WA)
- » Willing to work under the provisions associated with the Certified Agreement of TFA.

