



**NRL Touch Football ACT**  
**Position Description**

<b>Job Title</b>	Head of Development and Pathways	<b>Organisation</b>	NRL Touch Football ACT
<b>Location</b>	Touch Football ACT 6 Makin Pl Deakin, ACT	<b>Position Type</b>	Fixed Contract  Duration: 2 years
<b>Remuneration</b>	Voluntary	<b>Date</b>	April, 2024
<b>Reports To</b>	ACT State Manager	<b>Direct Reports</b>	Community Sports Coordinator
<b>Internal Stakeholders</b>	<ul style="list-style-type: none"> <li>• TFACT Staff</li> <li>• TFACT STAC</li> <li>• Performance Coaches/Staff</li> <li>• Referees Coordinator</li> </ul>	<b>External Stakeholders</b>	<ul style="list-style-type: none"> <li>• State Government</li> <li>• NSW Assoc. Affiliates</li> <li>• Communities</li> <li>• Schools</li> <li>• Partners and Sponsors</li> </ul>

**Organisation Overview**

Touch Football ACT (TFACT) is an alliance state member of Touch Football Australia (TFA) and forms part of a strategic alliance with the National Rugby League. The sport is Australia’s largest social sport. Local membership exceeds 800 junior members and 1100 senior members (2023/24) participating annually in local, state, and national tournaments.

TFACT governs the Australian Capital Territory region and is responsible for the governance, leadership and management of competitions, representative pathways, events, development, and participation.

Leading TFACT is a three person staff, assisted by the ACT States and Territories Advisory Committee (STAC), who are responsible for the development, implementation, and achievement of the sports strategic plan as detailed by TFA.

The organisation has a vision of ‘Enhance the Experience, Grow the Sport.’ And within four key pillars lie strategies to grow participation, support and develop our people and achieve high performance success.





### Primary Position of the Role

The Head of Development and Pathways will be responsible for the leadership, management, and delivery of all aspects of talent development and performance pathways including key performance outcomes as and the continued development of pathways for athletes and coaches in Touch Football across the ACT.

They will contribute to the achievement of the aims, objectives, and targets of TFACT through:

- Provide advice to TFACT on Coaching and Management Staff development plans, that upskill and assist our coaching staff to achieve their desired outcomes.
- Ensure talent pathways across ACT share an aligned vision, providing for the continued development of talented players and coaches to ensure our performance goals are met.
- Ensure participants in Elite and representative programs are provided with a quality experience and drive initiatives that provide a competitive advantage.

### Key Responsibilities

#### Talent Pathways – Athlete and Coaching

- Share an aligned vision for Development and Elite pathways across ACT, providing for the continued development of talented players and coaches.
- Create and deliver programs and initiatives that enhance development pathways for players and coaches in line with TFACT recruitment and retention targets.
- Support the coordination and delivery of education programs that enhance coaches' pathways.
- Actively collaborate with TFACT staff, coaches, and selectors to collect data pertaining to current trends of Touch Football to establish current development needs.

#### Elite, State Representative Programs and Pathways

- Drive outcomes within the TFACT Elite program by leading and engaging volunteer members to promote and engage their athletes and coaches.
- Lead and support the Elite and Development Pathway program, coaches, staff, and athletes including National Youth Championships, The Championships and Development Squad programs.
- Maintain and implement, in association with TFACT, a Elite Development Plan for the sport including a pathway from junior to elite.
- Ensure reporting systems are implemented for athletes that provide a formal assessment and feedback.
- Ensure TFACT maintains alignment to National HP program and systems.

#### Innovation in Coach Development

- Encourage collaboration and mentoring of all TFACT coaches.
- Assist in the implementation and delivery of professional development opportunities for coaches.
- Oversee performance appraisals of TFACT coaches then receive compile and act on the summaries and recommendations.





<p><b>Maintaining the Competitive Advantage</b></p> <ul style="list-style-type: none"> <li>• Provide the highest standards in athlete training through the delivery of all TFACT training camps.</li> <li>• Collaborate with TFACT commercial partners to improve athlete performance across Elite and Development pathways.</li> <li>• Collaborate with Elite and Development Pathways coaches utilising game analysis to deliver results on field, providing information and progressing the program to a new level of performance.</li> </ul> <p><b>Operational Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide advice and decision-making support to TFACT where appropriate.</li> <li>• Represent TFACT to media, sponsors, and suppliers where appropriate.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Prepare reports where required to assist in state reporting on major campaigns, athletes, and coaches.</li> <li>• Be available to attend all meetings with TFACT management.</li> <li>• Be conversant with the rules, procedures, and constitution governing TFACT.</li> </ul>
<p><b>Key Relationships</b></p> <ul style="list-style-type: none"> <li>• Work closely with and under the direction of TFACT State Manager and applicable staff.</li> <li>• Work with and foster relationships of TFACT commercial partners.</li> <li>• Work with relevant staff at various levels of TFA.</li> <li>• Provide leadership and direction where needed to NSW Assoc Affiliates.</li> <li>• Provide customer service to participants, volunteers, and commercial partners.</li> </ul>
<p><b>Key Selection Criteria</b></p> <p>Within the context of the role described, applicants are requested to address the following Selection Criteria:</p> <ul style="list-style-type: none"> <li>• Demonstrated extensive knowledge and experience within the sport of Touch Football, including relevant accreditations in coaching.</li> <li>• Demonstrated initiative and self-management with success in the delivery of outcomes in Participation, Pathways and Performance.</li> <li>• Excellent written and oral communication skills, supported by interpersonal skills of a high order.</li> <li>• Experience in working with teams and manager work plans to achieve agreed outcomes.</li> <li>• Demonstrated ability to consistently display customer service principles, practices and outcomes.</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Sports Management or equivalent are highly desirable.</li> <li>• High level Touch Football specific coaching accreditation.</li> </ul>





#### Other Requirements

- Capacity to work outside normal working hours and undertake travel where required.
- Current Drivers Licence.
- Current ACT WWVP
- Current First Aid and CPR
- Always uphold strict confidentiality, promoting Touch Football and the TFACT brand internally and externally by upholding all organisational values.

#### HOW TO APPLY

To be considered for this role, please submit a written letter of application addressing the Key Selection Criteria and your experience relating to the position description along with a current resume, to:

State Manager

Touch Football ACT

[gabe.hodges@touchfootball.com.au](mailto:gabe.hodges@touchfootball.com.au)

Applications close **COB Tuesday 30<sup>th</sup> April 2024**. Interviews will be conducted immediately upon close of applications.

Note that the written application may be considered as an example of your communication skills.

