



# Position Description

## National Participation Programs Manager

Position Title: National Participation Programs Manager

Classification: Band 3 National Program Manager Level (Refer to the TFA Certified Agreement, 2020-2024)

Reports To: GM Manager – Growth & Innovation

### Introduction

Touch Football Australia (TFA) is the governing body for Touch Football nationally and works in strategic partnership with the NRL. We are committed to increasing participation and inclusion across the sport, especially at the grassroots level, and delivering meaningful experiences to schools and communities across the country.

TFA has core values that include leadership, integrity, professionalism, diversity, and excellence. Our mission is to provide national direction for Touch Football and to develop our dynamic game into **Australia's leading community sport. We have professional people working in all facets of the organisation and believe we make a positive difference in people's lives.**

### Child Safe Statement

Touch Football Australia is committed to ensuring the safety and wellbeing of all Children/Young People that are involved in our sport. Our policies and procedures seek to address risks to Child safety and to establish Child safe culture and practices.

Further information on safeguarding in Touch Football is available via <https://touchfootball.com.au/policies/integrity/safeguarding/>

### Location

The preferred location will be Sydney; however both Canberra and Brisbane may be considered.

TFA has a strong belief in the benefits of providing flexible working arrangements and will discuss various options with candidates throughout recruitment process.

### Primary Purpose of the Role

This role will drive national alignment and innovation in program delivery, ensuring that offerings are relevant, inclusive, scalable, and support strategic goals in participation growth, stakeholder satisfaction, and community impact.

A key strategic focus of this role is to grow participation through program innovation and scalable delivery models. This includes:



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- » Driving the development and expansion of All Abilities programs, supporting affiliates through training, resources, and delivery frameworks;
- » Leading the growth and delivery of school engagement programs (Teacher Ambassador Network, School Endorsement Framework, Sporting Schools) to maximise conversion from school to community-based participation
- » Working closely with state offices and affiliates to identify, refine, and scale locally successful programs for national use, and vice versa.
- » And reviewing all existing participation products to identify and recommend new program models—including social or modified formats—to expand affiliate reach and support growth outside of traditional competitions.

The National Programs Manager acts as a central point of connection across states and affiliates, ensuring programs are impactful, inclusive, flexible, and aligned with national strategic goals.

#### Job Responsibilities

##### » National Program Leadership

Drive the strategy, delivery, and enhancement of all national participation programs, including school and community-based initiatives.

##### » All Abilities Development & Support

Design inclusive program models and provide operational and promotional support to affiliates delivering All Abilities Touch Football initiatives.

##### » Multicultural Engagement & Program Execution

Implement culturally appropriate participation strategies that engage multicultural communities. Work in partnership with affiliates and community leaders to co-design, pilot, and deliver inclusive programs that meet the unique needs of culturally and linguistically diverse (CALD) populations.

##### » Sporting Schools & School Program Management

Coordinate and support the successful national delivery of Sporting Schools and other curriculum-aligned school participation initiatives.

##### » School Engagement & Teacher Network Development

Establish and manage a Teacher Ambassador Network to deepen school participation and create transition pathways into community competitions.





» School Endorsement Framework

Lead the review, redevelopment, and implementation of the TFA School Endorsement Framework, ensuring alignment with NRL and enhanced community outcomes.

» Program Innovation & Product Development

Audit and analyse current participation programs; recommend and pilot new offerings that support affiliate growth and non-traditional participation pathways.

» Stakeholder Support & Alignment

Provide affiliates and state bodies with consistent program frameworks, training, and resources to ensure quality delivery and scalability.

» Program Marketing & Engagement

Collaborate with the marketing team to build tailored campaigns for schools, families, and community program participants.

» Monitoring, Evaluation & Reporting

Establish and report on KPIs; use data to improve participation outcomes and inform strategic direction.

» Inclusion & Community Impact

Champion diversity and inclusion in all program design and delivery, with specific strategies for underrepresented groups.

» Funding & Partnerships Support

Support grant submissions, acquittals, and relationship management with education departments and funders.

» Governance, Risk & Compliance

Ensure all programs meet TFA policy standards, regulatory requirements, and best-practice governance protocols.

» Workforce Development

Assist in program growth and the development of training and support materials for local program delivery teams.

» Scalable Program Development





Identify high-performing local/state initiatives and work with stakeholders to scale these nationally or regionally.

» General

Manage program-related budgets, contribute to strategic and operational planning, and represent TFA at events and stakeholder meetings as required.

### Key Relationships

- » Reports to: General Manager – Growth & Innovation
- » Works closely with: Participation, Marketing, Events, Commercial, and Digital teams
- » Liaises with: State and territory partners, affiliates, schools, community organisations, and government stakeholders
- » Collaborates with: NSWTA and QTF to coordinate national program alignment and best-practice sharing

### Key Selection Criteria

- » Significant experience (5+ years) in participation, education, or sport program management, ideally within a federated or not-for-profit structure.
- » Demonstrated ability to lead innovative program development and scale initiatives across diverse regions or networks.
- » Strong understanding of community sport delivery, school engagement models, and inclusive participation strategies.
- » Knowledge and/or experience working with individuals/groups or communities from diverse backgrounds such as All Abilities.
- » Demonstrated experience in engaging multicultural communities and delivering inclusive programs that are responsive to the needs of culturally and linguistically diverse populations.
- » Experience reviewing and launching frameworks, toolkits, or endorsed products.
- » Excellent stakeholder management and facilitation skills across local, regional, and national contexts.
- » Demonstrated project management experience including planning, scheduling, reporting and financial management skills.
- » Ability to manage cross-functional collaboration and influence internal and external partners.





- » Familiarity with government education departments, grant frameworks, and community development outcomes.
- » Strategic, creative thinker with a hands-on approach to execution.
- » Knowledge and understanding of touch football in desirable, but not essential

