



IPSWICH TOUCH ASSOCIATION

POSITION DESCRIPTION

Competition Coordinator

Location: Ipswich, Queensland

Employment Type: Casual

Hourly Rate: Sports Organisations Award 2020 – Clerical
(Level will be based upon level of experience & qualifications)

Hours: Up to 15 hours per week, dependent on competition and program requirements. Evening and occasional weekend work will be required to support competitions, events and program delivery. Hours will vary throughout the year based on seasonal competition needs.

ABOUT IPSWICH TOUCH ASSOCIATION

Ipswich Touch Association is a community-focused sporting organisation dedicated to providing quality Touch Football competitions, programs and events for participants of all ages and abilities.

POSITION PURPOSE

The Competition Coordinator is responsible for the administration, coordination and delivery of Ipswich Touch Association competitions and related activities. This role plays a key part in ensuring competitions run smoothly both on and off the field. The Competition Coordinator will report to Ipswich Touch Executive Committee.

KEY RESPONSIBILITIES

Competition Administration

- Coordinate Junior, Teen and Senior competitions from planning through to completion.
- Set up competitions, divisions and draws.
- Manage team nominations and player registrations through MySideline.
- Maintain accurate competition records, scores and ladders.
- Coordinate referee allocations and referee draws.
- Assist with the planning and delivery of Grand Finals and special competition events.
- Monitor competition operations and identify opportunities for improvement.
- Respond to competition enquiries in a professional and timely manner.

Communication and Stakeholder Engagement

- Communicate regularly with team managers, players, referees and volunteers.
- Prepare and distribute competition information, updates and notices.
- Ensure competition information is accurate and communicated effectively to participants.
- Liaise with the Management Committee regarding competition operations and promotional activities.

General Duties

- Support the delivery of Ipswich Touch programs, competitions and events as required.
- Attend meetings relevant to the role when requested.
- Complete administrative tasks associated with competition delivery.
- Assist in promoting Ipswich Touch competitions, programs and events to the local community, via social media and other avenues
- Undertake other duties reasonably required to support the operations of Ipswich Touch Association.

KEY SELECTION CRITERIA

Essential

- Highly organised with strong attention to detail.
- Excellent written and verbal communication skills.
- Confident using online systems and administration platforms.
- Experience managing Facebook pages and creating promotional content (essential).
- Ability to work independently and as part of a committee.
- Passion for community sport.
- Must hold or be eligible to hold a “Blue Card” Working with Children Check.

Desirable

- Knowledge of Touch Football is preferred.
- Experience with sports competition management or MySideline is highly desirable but not essential.
- Current Driver’s Licence

CHILD SAFETY AND BLUE CARD REQUIREMENTS

Ipswich Touch is committed to the safety and wellbeing of all children and young people who participate in our sport and access our services. We support the rights of the child and will act at all times to ensure a child safe environment is maintained.

The QTF Child and Youth Risk Management Strategy details the standards, requirements and practices that apply to all employees and volunteers of QTF, its Member and Affiliated Associations and their Clubs working with or within the delivery of Touch Football to children and young people under the age of 18 years.

A current Blue Card is a minimum requirement for this position. All employees must comply with current Blue Card / Working with Children Check requirements throughout their employment.

HOW TO APPLY

Please email your resume and cover letter to:
admin@ipswichtouch.com

Applications close Sunday 12 July.

Applications will be reviewed as received and Ipswich Touch Association reserves the right to appoint a suitable candidate prior to the closing date.