



# Operations Manager – North QLD Region

## North Queensland Touch Football

### Description

Touch Football is one of Queensland's most popular participation sports within excess of 7,500 teams and 80,000+ players participating in affiliated competitions annually. North Queensland Touch Association (NQTA) is one of six member regions to Queensland Touch Football (QTF) and has 23 affiliated organisations and is responsible for the regional administration and management of competitions, representative pathways, events, game development and participation.

North Queensland Touch Association is the regional body for touch football in the north and far north area of Queensland. Our NQTA Tropical Cyclones select representative teams, players, coaches and officials, to represent the North Queensland Region at the National Youth Championships (NYC) and National Touch League (NTL's).

Working closely with the North Queensland (NQ) Regional Board, the Operations Manager is responsible for the administration and management of North Queensland Touch Football and its associated activities, events, representative teams and tournaments, member support, communications, and service delivery.

#### **The key roles and responsibilities of the position are:**

- Provide support and assistance to Affiliated Associations within the NQ Region;
- Provide administrative support to the NQTA Board;
- Lead the creation, management and delivery of events;
- Manage all tournament logistics including transport, accommodation, equipment management, compliance and player and volunteer support management;
- Manage the communication strategy of the NQ Region including social media, website and database management;
- Provide administrative support to the Technical staff;
- Assist the NQTA Administrator in financial management of the NQ Region; and
- Represent NQTA at events, conferences and meetings where required.



## Essential Requirements

- Working with Children / Working with Vulnerable People Check (Blue Card)
- Drivers Licence
- Strong computer and IT skills including experience in database management.
- Proven ability to problem solve through innovative thinking.
- Excellent written and oral communication skills supported by interpersonal skills.
- Ability to develop and maintain positive relationships with key stakeholders.
- Ability to manage multiple projects at a time.
- Previous experience in team logistics and/or team management.

## Desirable Criteria

- Previous experience working with volunteers and Not for Profit Associations.
- Previous experience in touch football or other sport administration.
- Previous experience using Touch Football Online (TFO) or similar systems.

## Attachments

- [Operations Manager Job Description](#)

## Application Instruction

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 your current CV, to:

Operations Manager  
North Queensland Touch Football  
E: [renee@nqtouch.com.au](mailto:renee@nqtouch.com.au)

**Applications close on Monday 13 December 2021.**

***Please note that the written application may be considered as an example of your communication skills.***

Renee Marsh  
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