

TITLE	COMPETITIONS MANAGER
JOB TYPE	FULL TIME (\$60,000-70,000)
PRIMARY LOCATION	CAMP HILL
WORK HOURS	VARIED
REPORTS TO	GENERAL MANAGER
DIRECT REPORTS	NONE



THE ROLE

The Brisbane Metropolitan Touch Association (BMTA) is the largest touch football affiliate in the country, with over 800 teams playing each year in addition to many other programs and events.

BMTA prides itself on running high quality competitions, programs and events for people of all ages and abilities. The Competition Manager is responsible for the growth, development and management of the BMTA competition offerings as well as day to day coordination of competitions and related matters.

DUTIES AND RESPONSIBILITIES

Administration of all BMTA competitions efficiently using MySideline software.

Supervision of the Competition Coordinators and oversight of weekly roster.

Develop competitions draws and ensure accuracy of results and finals progressions.

Coordinate marketing activity for each season using email database, social media, website or any other media available.

Develop marketing strategies to increase the profile of all BMTA competitions.

Liaise with club and team delegates to ensure clear communication of important information, including to individual members when required.

Conduct post-season surveys and meetings to ensure continual competition improvement.

Manage individual player registration processes using MySideline and ensure a high level of compliance.

Ensure all team fees and deposits are paid within required deadlines.

Strategically analyse competition offerings to ensure competitions are offered for all demographics.

Investigate opportunities to run new competitions or utilise additional field spaces to grow competitions.

Work with providers to ensure the success of the Metro Cup live stream.

Act as the Hearings Officer for all judicial hearings by ensuring all reports and appropriate documentation is completed within the BMTA & TFA judicial guidelines.

Respond to all competition related queries via email, phone, social media or other channel as required.

Coordinate messaging relating to wet weather or other cancellation.

Work with Queensland Touch Football staff to promote competitions throughout local schools.

Manage Corporate Touch and other non-BMTA competitions, including draw development and competition management as required, in consultation with competition organisers.

Coordinate with the Referee Coordinator to ensure referee requirements for competitions are understood and fulfilled.



BRISBANE METROPOLITAN TOUCH ASSOCIATION

Maintain a detailed understanding of the referee system to ensure assistance can be provided to the referee coordinator as required.

Assist with coordination of special events (such as themed rounds, charity matches, etc.) that run in conjunction with or add benefit to BMTA competitions.

Ensure the appropriate application of all relevant BTF, QTF and TFA policies that apply to BMTA competitions and operations.

GENERAL

Assist with events held at BMTA as required

Assist with general BMTA matters as required

Ensure confidentiality of personal information and compliance with privacy policies and legislation at all times

Any other tasks as directed by management from time to time

ABOUT YOU

Skills & Experience

Administrative experience in community sport is preferred

An understanding of the sport of touch football is preferred

Prior experience in a managerial or supervisory role is beneficial

Strong interpersonal and communication skills through a variety of methods including, phone, face-to-face and email

Well-developed problem-solving skills and attention to detail, including the ability to make quick, accurate decisions to reach positive outcomes

The ability to speak clearly and confidently in public

General

This position will ordinarily work 2 competition nights per week (in season only) to provide oversight and support to the Competition Coordinators. Remaining shifts will be completed during business hours.

The role will primarily be based at our office in Whites Hill Reserve, Camp Hill, however travel to other schools or venues may be required on occasion.

Due to the nature of the sporting industry and our competitions, some additional out of hours or weekend work will be required. A time in lieu policy is in place.

Appointment to this position is dependent upon holding or obtaining a satisfactory Working with Children (Blue Card) check.

Upon appointment to this position, you will be required to successfully complete First Aid and CPR training.