



Far West Junior Engagement
Coordinator (12-Month Fixed
Term Contract)



The Greatest Game of All

Far West Junior Community Engagement Coordinator

Department:	Football
Reports To:	Regional Manager Works with Outback and Barwon Darling League and Club Support Coordinator
Direct Reports:	N/A

About us:

Established in 1907 New South Wales Rugby League (NSWRL) is Australia's oldest rugby league organisation. Nurturing our proud heritage, NSWRL is the governing body of rugby league within New South Wales (NSW) and the Australian Capital Territory (ACT) and is a member of the Australian Rugby League Commission.

Our people are passionate about fostering rugby league at all levels. Our community spans more than 700 clubs, 112,000 registered players and many hard-working coaches and volunteers across NSW and the ACT.

NSWRL directly administers range of rugby league competitions including the NSW Cup, Women's Premiership, Jersey Flegg Cup, Ron Massey Cup, Sydney Shield, SG Ball Cup, Laurie Daley Cup, Tarsha Gale Cup, Lisa Fiaola, Harold Matthews Cup and the Andrew Johns Cup competitions.

At the elite level, the State of Origin series is one of the biggest events on the Australian sporting calendar. NSWRL proudly manages the State of Origin campaigns of the NSW Blues and the NSW Women's Origin team.

Our values of **inheritance, professional, united, courageous, innovative** and **legacy** are critically important to the way we operate and make decisions as an organisation. Aligning with and advancing these values is an essential part of every role within NSWRL.

When choosing a career at NSWRL you will join a values-based organisation with a highly professional and dedicated team who are focused purely on what is best for rugby league in NSW and delivering excellence on and off the field.

About the role:



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This position creates junior participation growth across the Far West Region through coordinating and delivering junior and social gala days and competitions. The preferred location for this position is Broken Hill. Depending on the candidate other locations in Far West NSW will be considered.

This position is offered on a 12-month fixed term contract basis aligned with government funding.

Key Result Area	Key Responsibilities
Operational Leadership	<ul style="list-style-type: none">• Approach challenges with a solution focus, demonstrating timely hand-on problem solving to generate ideas and desired outcomes.• Capably and proactively interact with a variety of internal and external stakeholders, providing valued guidance and support as required.• Represent the Whole of Game beliefs and desired behaviours.
Operational Support, Stakeholder Management & Governance	<ul style="list-style-type: none">• Plan, implement or assist with junior gala days, competitions, community events and promotional visits hosted at club venues / Far West NSW• Plan and implement community family Tag and non-contact programs outside of the season proper• Support the smooth running of competitions with particular focus on game day operations in Far West NSW• Assist in the delivery of all relevant Club and League plans particularly junior and volunteer participation, ensuring alignment with NSWRL and national strategy.• Work collaboratively with Game Development staff regarding Education on player, coach and match official development• Work collaboratively on Far West development and representative programs and coaching development programs.• Understand key aspects of the Local Operations Manual detailing Local League(s) rules and policies; ensuring compliance with NSWRL rules.• Actively support volunteer attraction, retention and support delivery of appropriate education for both club and league volunteers.



Key Result Area	Key Responsibilities
	<ul style="list-style-type: none"> • Provide Clubs and Leagues with access to suitable marketing and promotional material to maximise interest in club and league activity. • Represent the NSWRL and Local League(s) at events, forums and stakeholder meetings, developing and maintaining strong relationships with affiliated clubs, staff, volunteers and key stakeholders.
<p>Club and League Compliance</p>	<ul style="list-style-type: none"> • Ensure Clubs and Leagues understand and comply with NSWRL License Agreements and other policy relevant to NSWRL partners. • Maintain accurate records (and action as required) for compliance and education for coaches, sport trainers and other volunteers and ensure that clubs adhere to the NSWRL requirements relating to accreditation, registration and insurance for participants. • Assist with Club Health Checks within required timeframes, report to the relevant stakeholders on issues of significance and work collaboratively to action. • Provide ongoing advice on NSWRL and Whole of Game policies and advise of any key rule changes as noted by the relevant governing bodies. • Provide operational support where necessary to Club and League Committees to ensure compliance with internal and legislative requirements.
<p>NSWRL Strategic Plan</p>	<ul style="list-style-type: none"> • Actively contributes and supports the implementation and delivery of strategic initiatives per the NSWRL strategic plan as may be updated and amended from time to time.
<p>Culture & Values</p>	<ul style="list-style-type: none"> • Proactively and positively contributes to the advancement of the NSWRL culture. • Demonstrate an alignment to NSWRL values. • Acts and behaves in a manner consistent with NSWRL values of inheritance, professional united, courageous, innovative and legacy.



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Key Result Area	Key Responsibilities
Governance, compliance & work health and safety	<ul style="list-style-type: none"> • Coordinate and communicate with all staff to ensure policy and planning compliance for the game. • Effectively manage the relevant risk, implementing appropriate corporate governance, operating within approved budgets and operating within NSWRL's policies and procedures across the organisation. • Take reasonable care for the health and safety of yourself and all employees while at work. • Acknowledge and understand NSWRL Health & Safety policy and processes in the workplace at all times.

Key Relationships	
Internal	External
<ul style="list-style-type: none"> • Zone Managers • Regional Manager 	<ul style="list-style-type: none"> • NRL Game Development • Community Clubs

About you:

Qualifications, Knowledge, Skills & Abilities
<p>Qualifications:</p> <ul style="list-style-type: none"> • Rugby League Coaching and Referee accreditation. • Undergraduate degree, preferably in Business / Sports Administration, or working towards a recognised and relevant tertiary qualification or relevant industry experience. <p>Demonstrated knowledge, skills, abilities and experiences in:</p> <ul style="list-style-type: none"> • Junior Rugby League coaching, first aid, officiating and/or administration experience. • Highly developed written and verbal communication capability, including skill in networking and building effective relationships with stakeholders. • Ability to build rapport and foster relationships with a variety of stakeholders with demonstrated strength in influencing outcomes collaboratively.



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- Demonstrated ability to apply a firm but consistent approach and to be authentic in dealings with stakeholders.
- Advanced written and oral communication skills, with the ability to address sensitive matters effectively.
- Microsoft Office suite competence, with intermediate Excel skills.
- Current Drivers Licence and Current Working with Children Check.
- Community Sports event management expertise.
- Working across a diverse geographic spread.

Employment Conditions

- This position is offered on a full-time basis for a fixed term of 12 months.
- Hours of work – Ordinary Hours of Work shall be 38 hours per week, and this spread of hours will be performed across Monday to Sunday, plus any reasonable additional hours required to fulfil the requirements of the job.
- Subject to the above, successful applicants will be expected to be flexible and willing to perform their spread of hours across weekends and evenings as well as doing reasonable additional hours as is required to fulfil the requirements of the position. Your remuneration will compensate you for those additional hours of work.
- Remuneration will be in accordance with the NSWRL policy.
- All terms and conditions are per the NSWRL Standard Terms of Employment.
- All successful applicants will be required to undergo a mandatory Working with Children background check.

This position description provides a general overview of the major tasks, duties and responsibilities of the position. This position description is not intended to be all-inclusive and the position may be required to perform other tasks, duties and responsibilities not specifically listed within this position description. NSWRL reserves the right to change this position description in consultation with the successful candidate in order to meet the operational and business requirements of the organisation.

Document Date:

2 April 2024

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nswrl.com.au