

Position Description

Position Title:	Events Lead (Clubs)
Team:	Competitions & Events
Reporting to:	Competitions & Events Manager
Direct Reports:	Events Coordinator (Clubs) x2 (1 x full time permanent & 1 x fixed-term 6-month contact) Casual and event-based staff (indirect)
Date Updated:	19 Jan 2026

Purpose of the Role

The Events Lead (Clubs) is responsible for leading the planning, delivery and continuous improvement of Volleyball Queensland's club-based competitions and championships.

The role exists to ensure competitions are delivered safely, professionally and consistently, while building strong relationships with clubs, affiliates and officials. The Events Lead (Clubs) provides clear leadership to Coordinators, takes ownership of operational delivery, and acts as the primary escalation point for club-related matters.

Working closely with the Competitions & Events Manager, this role balances operational delivery with forward planning, system improvement and stakeholder management to support sustainable growth of the club competition environment.

The position is based from the VQ offices, with some intra and interstate travel required, in line with competition and event schedules.

Key Responsibilities

Stakeholder & Relationship Management	<ul style="list-style-type: none"> Serve as the primary point of contact for clubs and affiliates regarding competitions and championships. Act as the primary operational lead for managing incidents, conflicts or safety issues at club competitions organised by Volleyball Queensland, including liaison with authorities where required. Build and maintain strong, respectful relationships with clubs, referees, affiliates and key stakeholders. Manage complex or sensitive stakeholder issues, including disputes or conflict situations. Apply sound judgement to defuse issues and maintain cohesion across diverse stakeholder groups. Liaise with venues, councils and service providers as required. Represent Volleyball Queensland professionally in all external engagements. Work with relevant sub-committees and partners to support continuous improvement of the club's portfolio.
Outcome: Clubs, affiliates and officials experience consistent, professional and trusted engagement.	

Systems, Technology & Process Improvement	<ul style="list-style-type: none"> Identify opportunities to improve competition systems, software and operational tools. Own the development, maintenance and application of standard operating procedures to ensure competitions can be delivered consistently regardless of personnel. Contribute to technology improvements that enhance user experience for clubs, officials and staff. Support standardisation and documentation of operating procedures across competitions. Ensure learnings from events are captured and applied to future delivery. Work with the Competitions & Events Manager and relevant stakeholders on system enhancements.
Operations & Priorities	<ul style="list-style-type: none"> Lead the planning, delivery and oversight of all major club competitions and championships, including: <ul style="list-style-type: none"> Premier Volleyball League Junior Premier Volleyball League State Championships Country Championships Take ownership and accountability for end-to-end event delivery within agreed parameters. Monitor event expenditure against approved budgets and escalate financial risks or variances to the Competitions & Events Manager in a timely manner. Schedule, lead and participate in structured pre-event planning sessions and post-event debriefs for all major competitions. Act as the on-call operational lead for club competitions and events, including weekend work as required via roster. Coordinate and oversee event logistics including venues, staffing, schedules and operational readiness. Ensure events comply with Volleyball Queensland policies, risk management frameworks and safety requirements. Support operational delivery through proactive planning, clear timelines and critical path management.
Innovation & Continuous Improvement	<ul style="list-style-type: none"> Contribute to ongoing review of competition structures and formats. Engage with relevant sub-committees and working groups to support improvements to club competitions and ensure alignment with broader VQ competition direction. Engage with clubs and stakeholders to gather feedback and identify improvement opportunities. Support implementation of agreed changes to enhance participant and club experience. Balance innovation with operational practicality and consistency.
Leadership & Team Support	<ul style="list-style-type: none"> Provide day-to-day leadership, guidance and support to Club Coordinators. Oversee rostering, coordination and on-site support of casual staff, officials and labour-hire personnel for club competitions. Allocate responsibilities clearly and ensure Coordinators are empowered to deliver. Balance planning and oversight with hands-on operational support where required. Ensure staff and casual workforce are appropriately briefed, supported and rostered. Lead by example in professionalism, accountability and problem-solving.
Outcome: Coordinators are supported, capable and clear on priorities and expectations.	

- Foster a collaborative, supportive and solution-focused team environment.

Strategy & Operations	<ul style="list-style-type: none"> • Lead the planning and delivery of key club competitions and championships, including Premier Volleyball League, Junior Premier League, State and Country Championships. • Translate competition strategy into operational plans, schedules and delivery frameworks. • Act as the primary operational contact for clubs, affiliates, referees and officials. • Manage on-call responsibilities for competitions in line with agreed rosters. • Identify and manage operational risks, conflicts of interest and participant issues to protect competition integrity. • Develop, maintain and improve SOPs and competition delivery frameworks. • Lead casual workforce planning, coordination and performance during competitions. • Provide guidance and oversight to Club Coordinators to ensure consistent delivery across all competitions. • Work collaboratively with other Leads and teams where competitions intersect with events, education or participation initiatives.
Financial and Commercial	<ul style="list-style-type: none"> • Responsible for managing the club's portfolio budget with oversight of the Sports Operations Manager. • Work in consultation with the Competitions & Events Manager, providing input into budget planning, cost control and financial performance. • Monitor expenditure against approved budgets and escalate risks or variances in a timely manner. • Maintain a forward plan for the club's portfolio, including upcoming delivery requirements, resourcing needs, system improvements and stakeholder engagement priorities. • Identify issues early and escalate risks or concerns appropriately.
Outcome: Financial resources are managed responsibly, transparently and in line with organisational priorities.	
Behaviour and Values	<ul style="list-style-type: none"> • Demonstrate calm, confident leadership in high-pressure environments. • Uphold Volleyball Queensland's values in all interactions and decisions. • Show integrity, fairness and consistency when managing competing interests. • Maintain a strong commitment to confidentiality, privacy and child-safe practices. • Operate within delegated authority and escalate appropriately when required.

Key Relationships

Internal	External
<ul style="list-style-type: none"> • Competitions & Events Manager • Events Lead (Schools) • Event staff and casual workforce • Marketing and Communications teams 	<ul style="list-style-type: none"> • Clubs and affiliates • Referees and officials • Venues and facility managers • Local councils and government stakeholders

Essential Requirements

- Tertiary qualifications in Sport, Education, Community Development, Recreation or a related field – **OR** demonstrated equivalent experience delivering, coordinating or leading programs, events or capability initiatives within a sporting, education or community environment
- 5-10 years' experience with Volleyball, or similar sports.
- Volleyball Australia coach and/or referee accreditation (or ability to obtain and maintain).
- Strong stakeholder management and relationship-building skills.
- Proven ability to manage conflict, resolve issues and apply sound judgement.
- Experience coordinating staff, volunteers or casual workforces.
- Strong planning, organisational and time management skills.
- Ability to operate effectively in fast-paced, high-pressure environments.
- Confident use of systems and technology to support event delivery.
- Current open driver's licence.
- Current Working with Children Blue Card (or ability to obtain and maintain).
- Commitment to confidentiality, privacy and child-safe practices.
- First Aid and CPR certification (or ability to obtain and maintain).

Desirable

- Experience working with clubs, affiliates or member-based sporting organisations.
- Understanding of volleyball competitions and pathways.
- Experience contributing to budget planning or cost management.