

Join Our Team – Operations Officer Wanted!

Organisation: Brothers Rugby League Football Club Innisfail

Employment Type: Permanent Part Time – Approx 24 hours/week (+ for game day)

Start Date: Immediate Start Available

Wages: Negotiable based on experience

About the Role

Brothers Rugby League Football Club Innisfail is seeking a proactive, organised, and enthusiastic **Operations Officer** to lead the coordination of our club's day-to-day activities, game day logistics, events, and community engagement initiatives.

This is a dynamic, hands-on role—perfect for someone who thrives in a fast-paced, community sports environment and wants to make a real impact behind the scenes.

Key Responsibilities

Game Day Operations

- Coordinate all game day logistics (Saturday/Sunday), including:
 - Float preparation and distribution
 - Stock ordering for bar and canteen
 - Scheduling of staff and volunteers
 - Set-up of POS systems and supervision of tills
 - On-site support: live scoring, raffle coordination, and customer service
 - End-of-day cash handling and reconciliation

Sponsorship & Marketing

- Develop and manage sponsorship packages
- Liaise with partners and sponsors
- Implement promotional strategies to grow club visibility and revenue

Apparel & Merchandise

- Oversee design, sourcing, and ordering of clothing and merchandise
- Ensure branding consistency and timely delivery

Player & Staff Administration

- Oversee player and staff registrations and contracts via the MySideline platform
- Ensure reporting requirements to NRL, QRL, FNQ RL and government bodies are met
- Ensure all club and participant insurance requirements are met
- Act as public officer, liaising with the public, affiliates, external stakeholders and government agencies
- Support the Club's communication strategy (website, newsletters, social media)

Events & Functions

- Coordinate club events, including bookings, invitations, and setup for special occasions such as presentations and fundraisers

Stock & Inventory Control

- Conduct regular stocktakes for bar, canteen, and merchandise
- Maintain accurate inventory records

Post-Game Reporting

- Prepare game day summaries and financial journals
- Support internal reporting and compliance requirements

Other Duties as Required by the Position



What We're Looking For

- Proficiency in Microsoft Office products (especially Excel)
 - Hold a current Drivers Licence and Working with Children Blue Card
 - Strong administrative and organisational skills
 - Background in club operations, event coordination, or sports admin
 - Ability to work weekends during the season
 - Familiarity with MySideline and Square POS (advantageous)
 - A hands-on, can-do attitude with a love for community sport
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Why Join Brothers Innisfail?

- Be part of a proud, community-focused club with a strong legacy
 - Flexible and supportive working environment
 - Varied, rewarding role with real impact
 - Opportunity to build connections in the local sports community
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How to Apply

Send your **resume** and a short **cover letter** highlighting your relevant experience to:

 manager@brothersinnisfail.com.au

Applications close: Monday 27th October 2025

Early applications are encouraged as interviews may commence prior to the closing date.