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Position Title:	Queensland Gems Team Manager		
Work Area:	Social Impact	**Reports to:**	Diversity & Inclusion Manager
Reportable Positions:	Nil	**Engagement Type:**	Honorarium
Primary Location/s:	Various	**Modified:**	November 2026
Netball Queensland	Netball Queensland (NQ) is the peak state sporting organisation responsible for the governance, development, promotion and administration of netball throughout Queensland. At NQ our purpose is to enrich lives through netball. Our 2026-2028 Strategic Plan outlines the choices we will make as we strive towards our vision of inspiring people to play, engage and grow with netball in Queensland. We take seriously our position as custodians of netball in Queensland, and through this plan, we have prioritised our growth agenda by focusing on: • Growing sustainable and inclusive netball environments for everyone to participate in our game • Growing winning teams • Growing the love for our game and loyalty to our brand • Growing a premier sport, entertainment and community venue in south-east Queensland As the governing body for netball in Queensland we hold an immense responsibility to advance reconciliation in sport. We are proud of the steps we have taken on our reconciliation journey so far and are pleased to be advancing our commitment to reconciliation through our Innovate RAP. Our Queensland Firebirds, are Queensland's premier netball team, representing the state in Suncorp Super Netball. We also manage Nissan Arena, home to our Queensland Firebirds netball team and host to a myriad of community sports, major events and competitions each year. At Netball Queensland, our people are enablers of our success. We know that to achieve our vision we must assemble the right team. A career at NQ represents a unique opportunity to succeed in a high-performance environment while enjoying a flexible work culture and directly contributing to the sustainability and growth of netball in Queensland. Further information on Netball Queensland, Nissan Arena and the Queensland Firebirds can be found at www.netballq.org.au, www.nissanarena.com.au, and www.firebirds.net.au.		

Our Values, Behaviour and Culture
At NQ how we behave and how we execute our roles is guided by our values: • **Bravery**: Having the courage to make tough decisions, take risks, stand up for what's right, and bounce back from failure.

- **Inclusion**: Valuing and respecting differences, making sure everyone has equal opportunities, and encouraging full participation.
- **Authenticity**: Being real and true to yourself, living out your beliefs and values every day, and acting honestly.
- **Trust**: Building and earning confidence in others, being reliable, and always acting with honesty and loyalty.
- **Innovation**: Constantly learning, being creative, and applying new ideas to make a positive impact in netball.
- **Collaboration**: Working together as a team, welcoming different viewpoints, and having open discussions to aim for the best possible outcome.

Your Contribution to Netball Queensland

The primary purpose of the Queensland Gems Team Manager is to lead and deliver all logistical operations of the training schedule for the QLD Gems state team. You will provide support to the Head Coach and athletes to ensure the smooth logistical delivery of the training schedule.

You will be able to positively collaborate and influence key stakeholders to support their athletes throughout the campaign to ensure they are physically and emotionally prepared to give their best performance for Queensland at the Marie Little Shield Tournament.

In addition to on-court performance for the QLD Gems State Team in the Marie Little Shield, success in this role will be measured by player, families and management team feedback survey and general logistical efficiency of the campaign.

The Marie Little Shield is an annual National tournament for Women and Girls with an intellectual impairment. More information about the Queensland Gems and Marie Little Shield can be found here: Queensland Gems - Netball Queensland

Key Responsibilities of this role

The Queensland Gems State Team Manager will be responsible for the following:

- Coordinate all off-court team operations and logistics including but not limited to any training sessions and match day requirements
- Build and maintain positive relationships and communication with coaches, support staff, athletes, NQ operational staff and parents/guardians/carers.
- Ensure early completion of Sports Integrity Australia framework education to champion the required behaviours of staff and squad/team with regards to anti-doping fundamentals, competition betting and manipulation, child safeguarding, harassment and discrimination, and ethics in sport
- Attend all team meetings, training sessions, functions and events and perform duties including ensuring athletes and staff are aware of, and adhere to, relevant uniform, behaviour standards and understand where to find NQ policies
- In collaboration with the Head Coach prepare run sheets for all trainings and team bonding days
- Assist with ensuring the prompt return of team documentation such as NQ or NA Athlete agreements, Medication Consent forms and any other key documentation.
- Where required, provide athlete supervision/child safeguarding practices during training, or education sessions
- Encourage athlete/parent/guardian/carer understanding and consistent use of communication platforms.
- Support the accurate ordering of team uniforms
- Ensure appropriate rooming and pack lists are developed and implemented for all away trips

- In consultation with NQ Diversity & Inclusion Manager and support staff devise menu plan appropriate for performance and recovery at the Marie Little Shield Tournament.
- Communicate key information regarding the logistics and operations of the Marie Little Shield to relevant athletes, support staff and parents/guardians/carers
- Ensure the prompt registration of the team on Netball Connect or the relevant registration platform used for the Marie Little Shield Tournament
- Prior to the Marie Little Shield research the host venue, including places of interest, medical facilities, close to accommodation and provide relevant information to athletes and parents/guardians/carers
- In collaboration with the Head Coach prepare a weekly and daily run sheets for the Marie Little Shield
- Ensure the team and staff follow required timelines/run sheets on travel and game days
- In collaboration with the Head Coach ensure appropriate team management meetings take place throughout the campaign and each day of the Marie Little Shield to communicate any changes to schedule or athlete management
- Ensure full compliance of all athletes and staff with the NQ and NA integrity framework
- Ensure that relevant budgets are maintained and brought in under budget
- Maintain appropriate financial records and provide a reconciliation report as required for travel expenses
- Report any matters of misconduct directly to Netball Queensland
- At the conclusion of the Marie Little Shield complete the Manager Survey and a written report within fourteen (14) days
- At the conclusion of the Marie Little Shield attend an individual EOY review with NQ Staff
- Perform other duties as reasonably required by NQ.

The QLD Gems State Team Manager is required to attend the following:

- Squad / team selection and trainings, team days, match play (Commencing March 2026)
- Marie Little Shield (timings to be confirmed – anticipated travel in September)
- All meetings, including but not limited to debrief sessions as required by the Head Coach during the preparation phase and Marie Little Shield
- Relevant meetings as determined and required by NQ
- Professional development sessions as determined by NQ
- End of program review as determined and required by NQ

Qualifications, Knowledge, Competencies and Experience

The Queensland Gems Team Manager requires the following qualifications and experiences:

Qualifications

- Current Blue Card
- Drivers Licence
- Relevant First Aid qualification

Knowledge, experience and skills

- Experience working with athletes with an intellectual disability in a similar role
- Experience and understanding of athletes with a disability, behaviours, development and reasonable adjustments required.
- Strong knowledge of Microsoft Office particularly the Excel
- High level interpersonal skills and the ability to elicit the cooperation of people
- Proven ability to develop strong internal and external relationship with key stakeholders

- Understand the requirement for confidentiality, impartiality and ethics
- Ability to set priorities, operational plans and timelines and to meet deadlines
- Team player with the ability to work autonomously or under minimal supervision and meet deadlines
- Excellent communication skills inclusive of high-level writing skills and ability to interface through all mediums
- Problem solver - high resilience and a growth mindset. Can analyze problems and likes to be challenged.

Other Information

Blue Card

As an organisation we are committed to protecting children and young people from harm. It is essential that anyone employed at NQ understand their responsibility in relation to child safety. We require that all applicants hold a Working with Children (Blue) Card or be able to obtain one as soon as possible, and before commencing employment with NQ.

Diversity and Inclusion

Netball Queensland recognises that diversity and inclusion are drivers of success and prioritises creating a workplace where all individuals have fair opportunities to thrive and contribute. We welcome applications from individuals of all backgrounds including, but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTQ+ communities.

Hours of Work

The sport industry operates outside of traditional business hours, including weekends. To succeed in this role, you must be willing and able to work when and where sport is happening. We have a flexible approach to ensuring our people can balance their family life and personal commitments alongside the demands of the industry.