



Associated  
Independent  
Colleges

# Competitions and Communications Assistant

## Position Description

### **Position Overview**

The Associated Independent Colleges (AIC) is seeking a motivated and organised part-time Competitions and Communications Assistant to support the delivery of AIC sporting competitions and the promotion of AIC sport through digital platforms.

Working closely with the AIC Executive Officer, this role assists with the administration of weekly sporting competitions, coordination of fixtures and results, and the development and delivery of communications across digital platforms.

The role requires strong organisational skills, attention to detail, and the ability to manage multiple tasks in a fast-paced sporting environment. A passion for school sport and effective communication is essential.

### **Key Responsibilities**

#### *Competitions Administration*

- Assist with the coordination and administration of AIC sporting competitions across all sports.
- Support the preparation and distribution of fixtures and competition information to member schools.
- Assist in collecting, recording, and publishing weekly results and ladders.
- Help coordinate logistics for AIC championships, carnivals, and representative events.
- Maintain accurate competition records and databases.
- Assist with communication to schools regarding competition updates and operational information.
- Provide event-day support at selected AIC championships and major events when required.

#### *Social Media and Communications*

- Assist with the planning and scheduling of AIC social media and website content across platforms (including but not limited to Instagram and the AIC Website).
- Create engaging posts promoting fixtures, results, athlete performances, and major AIC events.
- Assist in the development of graphics, event announcements, and promotional content.
- Monitor social media engagement and respond to general enquiries where appropriate.
- Ensure content aligns with the AIC brand, values, and communication standards.

### *General Administration*

- Provide general administrative support to the AIC Sport Office as required.
- Assist with preparation of reports and promotional materials.
- Support data management and document organisation.
- Assist with stakeholder communications including schools, coaches, and officials.
- Carry out all other duties and/or tasks as directed from time to time by the AIC Executive Officer

### **Key Skills and Experience**

- Strong organisational and time management skills.
- Excellent written communication skills.
- Experience managing or contributing to website and social media platforms.
- Proficiency in Microsoft Office.
- Experience with Sport Fixturing and Management Programs (eg. Play HQ, Rugby Explorer, Clipboard)- Desirable.
- Ability to work independently and collaboratively.
- Interest or background in school sport or sporting competitions is highly desirable.

### **Personal Attributes**

- Strong attention to detail.
- Reliable and proactive work ethic.
- Positive and professional communication style.
- Ability to work flexibly around competition schedules and occasional events.

### **Child Protection and Safeguarding**

The AIC is committed to the safety and wellbeing of children and young people. The successful applicant must hold, or be eligible to obtain prior to commencement, a current Queensland Blue Card (Working with Children Check) and comply with all child protection legislation and safeguarding policies. This is an inherent requirement of the position, and the offer of employment is subject to and conditional on the applicant complying with this section.

### **Employment Details**

- Position Type: Maximum-Term Part-Time (3 days per week, 7.6 hours per day)
- Location: Brisbane
- Reporting To: AIC Executive Officer
- Hours: To be negotiated with the applicant
- Maximum-Term Contract Length: 5 months

## **SELECTION CRITERIA**

The following criteria will be used by the selection panel when short-listing candidates. Candidates must address each of the following Selection Criterion in their written applications:

### **Selection Criterion 1 – Qualifications/Experience**

- Experience and/or qualifications in working within sporting Administration and/or schools.
- Experience and/or qualifications in working with Social Media/Communications.
- Interest or background in school sport or sporting competitions is highly desirable.
- Possession of, or eligibility for, a 'Working with Children' suitability card (Paid Blue Card).
- Current First Aid Certificate.

### **Selection Criterion 2 – Organisation & Communication Skills**

- Strong organisational and time management skills.
- Excellent written communication skills.
- Positive and professional communication style.
- Ability to work independently and collaboratively.
- Strong attention to detail.
- Ability to foster positive relationships and partnerships with key stakeholders to the role.
- Demonstrated ability to work in a team environment.

### **Selection Criterion 3 – Technical Skills**

- Experience managing or contributing to website and social media platforms.
- Proficiency in Microsoft Office (Outlook, Word, Excel, Power Point and Access Database), Adobe Acrobat is essential.
- Experience with Sport Fixturing and Management Programs (eg. Play HQ, Rugby Explorer, Clipboard)- desirable.

### **Selection Criterion 4 – Personal attributes**

- Commitment to the mission and ethos of the AIC.
- Reliable and proactive work ethic.
- Ability to work flexibly around competition schedules and occasional events.
- Commitment to a presence at AIC events.
- Commitment at some AIC events each week of competition.

## **APPLICATION PROCESS**

Applications should contain the following:

1. Covering letter;
2. Document addressing each of the selection criteria listed on page 3; and
3. Current Curriculum Vitae (listing two recent professional referees).

Applications should be forwarded via email to: [employment@aicsport.com.au](mailto:employment@aicsport.com.au)

Enquiries should be made to Eddie Wallace- AIC Executive Officer ([ewallace@aicsport.com.au](mailto:ewallace@aicsport.com.au))

Applications close: 9:00am Monday 22 June 2026.