

**POSITION TITLE:** Community Programs Trainee  
**REPORTS TO:** Community Programs Manager  
**DIRECT REPORTS:** Nil  
**DEPARTMENT:** Communications  
**DATE OF REVIEW:** September 2019

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**POSITION PURPOSE:** Reporting to the Community Programs Manager, the trainee will through on the job learnings assist the with development, roll out and execution of Community based programs. Completing a Certificate in Business the trainee will also develop administrative skills with a sports administration background.

**KEY RESULT AREAS:**

1. Assist in developing internal and external relationships to build the Brisbane Lions Community Department
2. Complete all administrative duties as requested and required to fulfil the role
3. Work in with external parties i.e. schools, community groups, football clubs to deliver community events and programs.

**KEY RESPONSIBILITIES:**

- Complete administrative duties to assist the Community Department; including; email management, database management, ticketing arrangements.
- Assist in development of Community Programs that strengthen our relationships with Community groups.
- Assist in development of funding applications to support Community Programs.
- Build relationships with Community Groups, Schools and local football clubs to deliver the Brisbane Lions Community Programs.
- Assist in executing and reviewing match day experiences for fans and members at Lions home games; including Lions Park and specific themed rounds
- Assist in coordinating and implementing events on and off site for the Community Department, adhering to WHS and Risk Management standards.
- Complete Certificate III in Business Administration
- All other duties as required

**OTHER INFORMATION:**

- This position is through the support of the AFL and the Bachar Houli Employment Program
- Candidates will complete a Certificate III Qualification and be employed through AFL Sportsready
- The successful candidate will be one of ten Muslim youths identified through the Bachar Houli Academy Network and Islamic Community Organisations
- Mentoring and training offered from Bachar Houli, Ahmed Saad, Adam Saad and Ali Faraj

# BRISBANE LIONS POSITION DESCRIPTION



## EXPERIENCE & QUALIFICATIONS:

- Completed Year 12
- Drivers Licence
- Blue Card, or ability to obtain

## RELATIONSHIP MANAGEMENT:

### Key internal

- Community department
- Communications team

### Key external

- AFL Sportsready
- Community Groups
- School Groups
- Local clubs

## BRISBANE LIONS VALUES:

Our values will form a fundamental part of building a high-quality team and all employees representing our club will be required to believe in and demonstrate the following values:

CONNECTED	<b>COLLABORATIVE</b> Proactively educate ourselves of external and internal issues and share ideas and resources across team and departments.
	<b>CELEBRATE ACHIEVEMENTS</b> Acknowledge success of others and within own team, celebrate the small wins.
	<b>OPEN AND INCLUSIVE</b> Open to different ideas and cultures, communicate openly, honestly and transparently, welcome challenge and learn from mistakes.
ELITE PERFORMANCE	<b>WORK SMARTER NOT HARDER</b> Set benchmarks and standards and consistently deliver quality outcomes for the business. Go the extra mile.
	<b>PASSIONATE</b> Positive and enthusiastic attitude towards others and work. Contribute to creating a fun environment.
	<b>ACCOUNTABLE</b> Taking ownership of role and be accountable to own and business standards and values. Do what you say you will do and see something, say something.
CUTTING EDGE	<b>CHALLENGE STATUS QUO</b> Look to push boundaries and for opportunities not excuses and challenge systems.
	<b>CONTINUALLY IMPROVE</b> Being open to change. Showing persistence and fostering a creative environment.
	<b>PROACTIVE</b> Always looking to perform best practice and to invest in personal and professional development for continued success for self and business.
CARE	<b>RESPECTFUL</b> Show genuine interest in others and treat others as you wish to be treated.
	<b>HONEST</b> Be honest and understanding and use positive language.
	<b>BUILD RELATIONSHIPS</b> Be invested and take the time to get to know fans, our people, community and partners.