

Position description

Position title	Registrations and Event Senior Coordinator
Location	Brisbane/Gold Coast
Status	Fulltime Position
Reporting to	National Events Manager - Sport
Number of reports	Nil
Salary package	\$70,000 plus super
Employment conditions	Interstate and intrastate travel will be required UniSport time in lieu standards apply Due to the nature of UniSport business, out of hours and weekend work will be required, especially during event delivery periods

UniSport Australia is the peak governing body of university sport in Australia

UniSport Australia (UniSport) is a member service organisation. We strive to promote and foster the importance of university sport as an integral part of university life at 40 member universities, who collectively represent more than one million students nationwide. Our primary focus is providing expertise and leadership in university sport. We aim to deliver and integrate national policy that enhances and facilitates opportunities for competitive participation in sport for students at a regional, national, and international level. Furthermore, we also focus on providing a broad range of supplementary activities, advocacy, and services for our members.

UniSport is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of UniSport, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

UniSport has a program designed to assist staff with their positive health and wellbeing and is available to all staff who can engage at their required level. With staff located across the country, UniSport aims to gather all staff at its head office (Brisbane) at least two to three times a year.

Our Vision:	To build vibrant, sustainable and healthy communities.
Our Principles:	Integrate and ensure the student perspective is considered in all programs. Inclusion and diversity strategies and processes underpin all that we do across our administration, events, and programs.
Our Mission:	UniSport will deliver exceptional sports, health, and wellbeing experiences to our universities, communities, and partners
Our Values:	Collaborative Respectful Committed Authentic Innovative.

About the role

The Registrations and Event Coordinator (REC) is one of five core staff within the Nationals Delivery Team (NDT) responsible for the effective planning and delivery of the UniSport Nationals. The UniSport Nationals competition framework is comprised of 10-13 National Championship events, Indigenous Nationals and Nationals, UniSport's major annual multisport event. Each of these events take place annually at different host locations across the country.

The core responsibility of the REC is the planning, delivery and administration of all registration and event based processes across the Nationals. Further, the role supports the High Performance and Member Services teams to manage registration processes for international sport programs, National conference and regional projects as required.

A key role of the REC is to provide insight to our event operations through analysis of data gained through registration processes. The role will provide detailed event participation reports identifying trends and future areas for growth.

Additionally, the role is responsible for the UniSport annual National Forum and the management of the CRM system.

Key responsibilities

1) Registration and competition systems – Planning and management

- Plan and deliver all registration systems and accreditation processes for UniSport events
- Manage and administer the team nomination process for all events
- Management of registration and database reports
- Provide system training and support to member universities and UniSport staff
- Prepare key registration timelines for the annual event calendar
- Manage and process all amendments, withdrawals, and refunds to event participants
- Become the 'super user' of the registration and competition management system utilised by UniSport
- Contribute to, analyse and review all UniSport policies, business plans, strategies and procedures as they relate to assigned key functional areas of UniSport events
- Develop strategies that complement and build on those used in previous years to ensure all UniSport event registrations are delivered in a professional manner

2) Administration and system development

- Support the GM – NSP with the management of agreements and licencing of current and future registrations systems
- Ensure correct application and implementation of all administration procedures and policies
- Identify and organise effective and efficient administration systems that will enable productive management of UniSport events
- Liaise and network with UniSport members and relevant agencies/organisations on aspects relating to event registrations
- Research and implement innovative approaches to accreditation processes and integration of ticketing/other systems into current processes/ platforms
- Update the UniSport website in areas that are specific to nationals, ensuring information is kept relevant and current

- Work with the Manager Member Services to fulfil a champion role in relation to the UniSport CRM maintenance, development and training

3) Event delivery

- Attend Nationals and Nationals Championship events as required
- Assist in the management of Nationals HQ and/or relevant event office
- Manage trophy management pre and post events
- Provide support to the Sport team in relation to draw production and results management through the competition's module of the registration system
- Management of the UniSport financial records and cash management procedures at event time
- Manage all 'on-site' registration and accreditation processes

4) Finance

- Manage the registration, accreditation, and entry fee component of all UniSport events to ensure that all university teams and individual's entries and entry fees are received and duly processed
- Update and contribute to UniSport budgets, including forecasts and actuals
- Ensure all financial procedures are implemented effectively, including raising purchase orders and processing invoices
- Complete monthly financial reconciliations and YTD reconciliations
- Undertake financial practices to deadlines and processes including (but not limited to) providing information required pertaining to competition costings for budget forecasts, purchase order requests and invoice payments

5) Reporting

- Produce accurate and timely end of event registration reports for all UniSport events
- Present registration and systems data for event reports and provide comparison observations to previous years data
- Update and maintain all historical participation data for UniSport and maintain relevant archives
- Contribute to all other reports and statistics, including but not limited to participation information, state government reports and sponsor/stakeholders reports
- Critically analyse the registration systems and processes and provide feedback for improvement

6) Collaborating with other UniSport business areas

- Assist with and contribute to special projects or other UniSport business as required from time to time
- As required, represent the organisation in an official capacity at various functions, gatherings, meetings, and conferences as well as on approved/relevant committees or working groups
- Any other duties as directed by the GM- National Sport Program
- Note that this role may be required to undertake duties/requests that fall outside the scope of this position description

7) UniSport National Conference

- Coordinate the successful delivery of the UniSport National Conference.
- Tasks include (but are not limited to): schedule development, liaison with venues regarding bookings, confirmation and liaison with speakers and presenters, logistics and bookings, event delivery

Personal attributes

We are looking for someone who:

- ✓ Is a driven individual with the ability to work autonomously and achieve results
- ✓ Has strong written and verbal communication skills
- ✓ Has experience with registration systems and data management
- ✓ Has an analytical mind and can provide insight to operations through data analysis
- ✓ Has exceptional customer service/stakeholder management skills
- ✓ Enjoys being part of a small team and actively contributes to the building of a positive workplace culture

Selection criteria

Applicants should ensure that their application provides specific detail on how they meet the following selection criteria. All applicants will be assessed against these key areas.

As a guide, each selection criteria address should be addressed in no more than half a page.

In your application, tell us:

1. Your experience in relation to using and /or managing registration systems and software?
 - a. Experience using Assemble Sports and ID123 may be of advantage but not essential
2. Your knowledge of and experience of working to project plans with designated timelines and key milestones.
3. Your ability and experience in analysing data and providing insights into visible trends and growth areas. Please provide examples.
4. Outline your experience in managing stakeholder relationships and maintaining a high standard of communication.

How to apply

Read the position description in full and learn more about [UniSport Australia via our website.](#)

Prepare your application – applications must include:

- A cover letter introducing yourself and providing an overview of your work experience
- An outline stating how you meet the selection criteria listed above (please respond to the selection criteria separate to your cover letter and no more than ½ page per answer)
- CV/resume including the names and contact details of two references

Submit your application in a single PDF document job to jobs@unisport.com.au

Note that applications that do not respond to the selection criteria will not be considered.

Application timelines

- Applications open 17 July 2026
- Applications close 11:59pm AEST 11 August 2026
- Interviews are expected to be held ASAP
- Earliest start date will be 10 August 2026

Further Information

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