

Appendix 2: Branch Director of Education

Position:	Branch Director of Education (DOE)
Responsible To:	Branch President or Executive
Responsible For:	Chief Training Officer/s (CTOs), Trainers, Assessors, Facilitators and Mentors
Purpose Statement:	To ensure that education within the Branch meets the needs of its Surf Life Saving Clubs, is of a high and consistent standard and is compliant with Surf Life Saving / RTO policies and procedures.
Delegations:	Recommend to Executive purchases for Clubs and Branches necessary for maintaining quality education and training.
<p>Key Areas of Responsibility:</p> <p>Note that some responsibilities can be delegated to an appropriate person (i.e. through role sharing/ developing an Education Team). The Academy Support Officer must be informed of any delegations.</p>	
<p>Continuous Improvement</p> <ul style="list-style-type: none"> • Demonstrate a commitment to continuous improvement in education. • Understand and follow all education policies and procedures as outlined in the Academy Volunteer Handbook. • Review Training Course Reports, Participant Evaluation Forms and any improvement requests, discussing relevant points with relevant CTOs and/or at Branch Education Meetings as required. • Conduct regular meetings (at least four per year) with CTOs (and mentors/TAFs as appropriate) and ensure Education Meeting Notes are forwarded to Academy Support Officer. <p>Branch Education</p> <ul style="list-style-type: none"> • Ensure that the Branch Education structure meets the needs of the Branch. • Work with Branch President, Club Presidents, Chief Training Officers and Academy Support Officer to develop a Branch Education Development Plan using outcomes from Club sustainability process, Educheck process, Trainer, Assessor & Facilitator (TAF) Baseline Survey and any other relevant local, state or national information. • Develop and co-ordinate the Branch Education Calendar in consultation with the Branch Director of Lifesaving to meet the lifesaving needs of Clubs. • Complete the Branch Educheck on an annual basis and ensure that recommendations from the process are implemented. • Work with State staff to develop and co-ordinate upgrade plans for Branches. • Ensure attendance at annual State Education Meeting and at state Education teleconferences as required. • Identify members with the potential to take on the Director of Education role in the future and provide them with experiences to help build their knowledge, skills and confidence. Encourage CTOs to do the same within Clubs. 	

Support for Clubs

- Work with Clubs to promote, encourage participation in and deliver/assess advanced awards in line with Branch / Club Development Plans.
- Induct new Chief Training Officers into the Academy Volunteer Handbook and promote education processes, procedures and practices to all Clubs.
- Support Clubs with the completion of the Educheck and ensure they are supported to implement recommendations from the process.
- Share state-provided award data with Clubs on an annual basis to support training needs analysis.
- Work with Academy Support Officers to ensure Clubs are supported to develop and implement an Education Development Plan, acknowledging that they may need Branch support to achieve some of their priorities.
- Support Club training and assessment through the allocation of probationary and/or additional TAFs if practical/necessary.
- Support Clubs as required to implement an effective and efficient skills maintenance process.

Trainers, Assessors & Facilitators (TAFs)

- Manage the endorsement process for new TAFs, ensuring applications for Facilitator roles are forwarded to state for endorsement.
- Work with Clubs to effectively manage the mentor program, including identifying, inducting, supporting and assigning mentors.
- Work with Academy Support Officers to manage the re-endorsement process for existing TAFs, including providing relevant professional development opportunities for TAFs as required.
- Ensure that new TAFs are inducted into their role through the mentoring process.
- Work with Director of Member Services and Chief Training Officers to:
 - identify and support Club recruitment and retention needs specifically in relation to TAF and Chief Training Officer roles; and
 - encourage Clubs to ensure their Training Teams are diverse, representing the Club membership.

Administration

- Review course/assessment paperwork for all courses ensuring that Academy policies and procedures have been followed and that the most current forms and training and assessment resources have been used. Discuss any relevant items (positive or negative) with relevant CTOs.
- Process assessment requests in SurfGuard for awards and skills maintenance as required.
- Retain required paperwork for specified length of time (as outlined in Academy Volunteer Handbook).

Other

- Stop any training or assessment activity that is unsafe, or is in breach of any of the Academy policies and processes. Manage these situations accordingly.
- Handle complaints made to you in line with the Academy complaints process, ensuring that the Academy Education Manager is notified of all complaints received.
- Participate as a member of the Branch Management/Executive Committee.

Skills / Experience / Personal Qualities required:

- Certificate IV Training & Assessment (Highly Desirable)
- Prior or current experience as a TAF or Chief Training Officer within SLS (Desirable)
- Excellent communication and interpersonal skills (Essential)
- Ability to manage adults effectively and to provide them with leadership (Essential)
- Ability to work as part of a team (Essential)
- IT literacy (Essential)
- An understanding of the needs of adult volunteers (Essential)
- An understanding of vocational education and training (VET), specifically as it applies to the not-for-profit context (Desirable)