

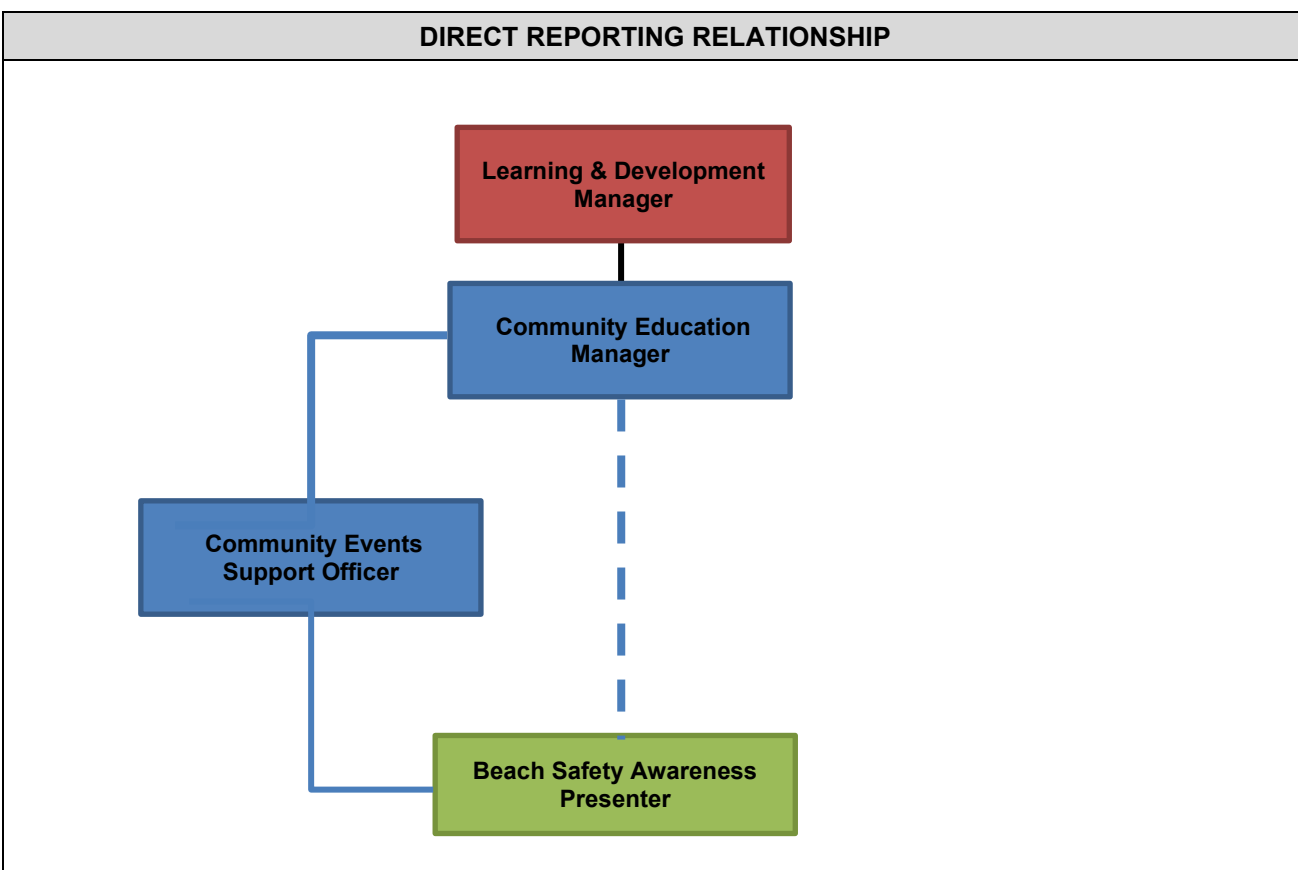


# Position Description

Position	Work Location	Position Description Completed
Beach Safety Awareness Presenter	Various – Greater Sydney	Aug 2020
Reports To:	Direct Reports:	Department
Community Education Manager	NIL	Membership & Community Programs

**PURPOSE STATEMENT**

The Beach Safety Awareness Presenter is responsible for assisting Surf Life Saving NSW with the delivery of beach and water safety education programs to a variety of groups with a key focus on primary and high schools. Key responsibilities include the delivery of water safety presentations both face to face and virtual, assisting with on-beach programs and representing the organisation at public/community events. This position takes particular responsibility in ensuring that all participants are provided with a safe and enjoyable experience which meets the aims of Surf Life Saving NSW’s Community Education programs.



SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience as a patrolling surf lifesaver</li> <li>• SLSA Surf Rescue Certificate or SLSA Bronze Medallion (must be proficient if providing on-beach education)</li> <li>• Excellent verbal communication and interpersonal skills with the ability to engage a wide variety of audiences.</li> <li>• Moderate level of fitness to enable standing for longer periods of time and assisting with on beach activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated experience in public speaking and/or delivery of public education programs.</li> <li>• Experience in handling large groups.</li> <li>• Demonstrated experience working with or delivering activities to children and young people.</li> <li>• Demonstrated experience working with culturally and linguistically diverse communities.</li> <li>• Demonstrated experience supporting the inclusion of people with a disability.</li> </ul>

<ul style="list-style-type: none"> <li>• Ability to work well unsupervised as well as in a team environment.</li> <li>• Personal attributes of flexibility, positivity, energy, and self-motivation.</li> <li>• Proven reliability and punctuality.</li> <li>• Demonstrated ability to problem solve and proven initiative.</li> <li>• Confidentiality, tact and discretion when dealing with people.</li> <li>• Flexible attitude to work, including weekend work and travel within NSW when required.</li> <li>• Current working with Children's Check clearance (employment, not volunteer).</li> <li>• Sound administration, accuracy, attention to detail and time management skills.</li> <li>• Basic PC Skills (Word, PowerPoint).</li> <li>• Current Drivers Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak a language other than English.</li> </ul>
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KEY OUTCOMES (KRA)	
Outcomes	Key Activities
KRA 1: Presentation & Program Delivery	<ul style="list-style-type: none"> <li>• Liaises with Community Events Support Officer to determine presentation/session objectives;</li> <li>• Coordinates program/event logistics including the collation of resources and collateral;</li> <li>• Ensures the safe and effective delivery of water safety programs to a variety of clientele based on approved lesson plans;</li> <li>• Ensures the appropriate setup is used for virtual and online presentations and makes the best and most efficient effort to troubleshoot any problems that arise.</li> <li>• Communicates effectively with participants and clients before, during and after the program and actively encourages their involvement in activities where appropriate;</li> <li>• Support the inclusion of participants who are from culturally and linguistically diverse backgrounds and those with disability;</li> <li>• Assists with pre-session briefings, set up and pack down as required;</li> <li>• Maintains knowledge of programs being offered and undertakes self-development to ensure required knowledge is up to date;</li> <li>• Undertakes and completes induction and on going training as required.</li> <li>• Maintains and monitors training equipment, ensuring it is used appropriately;</li> <li>• Ensures any required paperwork is accurately completed and submitted for each presentation/session;</li> <li>• Provides feedback to program coordinators or the Community Events Support Officer during and/or after programs as required;</li> <li>• Assists in the mentoring and development of other Community Education Instructors;</li> <li>• Contributes positively to Community Education team cohesion;</li> <li>• Adheres to the relevant SLSA and SLSNSW policies and procedures that relate to SLSNSW Community Education programs;</li> <li>• Assists with any other reasonable tasks as required by other instructors, program coordinators or the Community Education Manager.</li> <li>• Represent SLSNSW in a professional and ethical manner while undertaking work on SLSNSW Community Education Programs.</li> </ul>

	<ul style="list-style-type: none"> <li>Promotes the benefit of other Surf Life Saving programs or products, where appropriate;</li> <li>Refers all media enquiries to the Community Education Manager or the SLSNSW Media and Communications team;</li> <li>Maintains confidentiality and discretion.</li> </ul>
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PERFORMANCE STANDARDS (KPIs)	
Outcomes	Key Performance Indicators (KPI's)
KRA 1: Presentation & Program Delivery	<ul style="list-style-type: none"> <li>Successful and timely delivery of programs</li> <li>Adequate quantity of collateral and resources collated to ensure successful delivery of program/event;</li> <li>Nil safety breaches or injuries;</li> <li>Uniform is to be worn 100% of the time during presentations;</li> <li>Paperwork and reports are completed accurately and in a timely manner;</li> <li>Feedback in post program surveys demonstrates that learning has taken place;</li> <li>Positive working relationships exist between other instructors and personnel;</li> <li>Programs are delivered in line with lesson plans and objectives.</li> <li>Feedback in post program surveys reflects a positive, inclusive and safe experience.</li> </ul>

CORE RESPONSIBILITIES (ALL STAFF)	
Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	<ul style="list-style-type: none"> <li>Demonstrates action taken in identifying hazards, assessing risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace;</li> <li>Demonstrates duty of care, considers own safety and the safety of others while at work;</li> <li>Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times;</li> <li>Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes;</li> <li>Participates in the ongoing improvement of the SLSNSW WHS policy and visibly and constantly supports its implementation;</li> <li>Practice and promote the SLSNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.</li> </ul>
Organisational Culture	<ul style="list-style-type: none"> <li>Promotes and encourages personal growth and effective communication.</li> <li>Understands and supports policies and procedures of the organisation as defined in the Employee Handbook.</li> <li>Continually contributes to and supports volunteers &amp; staff, including Directors, Branches, Clubs &amp; Members</li> </ul>
Leadership/Teamwork	<ul style="list-style-type: none"> <li>Supports the decisions of SLSNSW Board of Directors and SLSNSW Management</li> <li>Displays willingness to assist others, shares knowledge openly, cooperates and supports the department.</li> <li>Receptive and open to feedback</li> <li>Maintains a positive and constructive attitude that promotes confidence in those around them.</li> <li>Contributes to staff meetings and promotes the exchange of information throughout the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>Regularly meets with Manager to discuss performance, plans and current issues</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>Exercises initiative in making improvements to work processes and outcomes.</li> <li>Always searches for better ways and strives for best practice.</li> <li>Embraces and adapts to change</li> </ul>

<b>WORKING RELATIONSHIPS</b>
<p>Internal: Community Education Instructors will work closely with the Community Education staff team, other instructors and program coordinators. They will also work closely with partner Surf Life Saving Clubs who host community education programs.</p> <p>External: Community Education Instructors will work closely with clients, venue staff and program participants from schools, general public, community groups and other organisations. From time to time, programs may also be delivered in partnership with other external organisations/agencies.</p>

<b>APPROVAL</b>
This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation
Direct Manager ..... Date ..... Senior Manager ..... Date .....
I have read and understood this document and agree to perform the duties and responsibilities as listed within the list
Employee Name .....
Employee Signature ..... Date .....