

Volunteer Statement of Duties

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| Position | Location | | Position Description Completed |
| Chief Training Officer | [Name] Surf Life Saving Club | | [DD] [Month] [YEAR] |
| SLS Branch Authority | | SLSNSW Authority | |
| Branch Director of Education | | SLSNSW Training and Education Manager | |

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| PURPOSE STATEMENT |
| Chief Training Officers lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club. |

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| Role & responsibilities |
| **All Education Officers will:**   * Analyse skill mix throughout club and develop training solutions where needed * Arrange assessments through the Branch as required * Assess, develop, and coordinate delivery of training solutions to meet the Club’s Beach Management Plan and service quality issues * Assist in development of youth within the Club. * Coordinate all instruction squads, their trainer and the resources * Develop training solutions for new resource implementation * Ensure all training sessions are efficient * Ensure re-qualifications of awards and certificates are completed and recorded by required date * Lead and develop a team of trainers and assessors who will develop personnel to meet the operational needs of the Club * Participate as a member of the Club Management Committee * Positively support the policies, culture, operation and management of the Club and SLSA * Submit reports to the Club Executive Committee |

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| ROLE ENTRY REQUIREMENTS | |
| * Be a current, financial member of SLSNSW Club or service. * Relevant minimum qualifications outlined in current SLSNSW Education Standard Operating Procedures. | |
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| KEY CHALLENGES IN THE ROLE | | |
| * Engaging with and educating fellow members who may be resistant to new SLSNSW and SLSNSW Branch processes * Managing professional relationships with SLS members and staff within the SLS training and education pathway * Adhering to relevant compliance requirements * Planning and prioritising to pro-actively manage competing deadlines * Working with the Club President and Club Captain to forecast and plan to fill any potential skill gaps * Succession planning | | |
| SELECTION CRITERIA | | | |
| ESSENTIAL SKILLS | ESSENTIAL KNOWLEDGE | |
| * Ability to manage own workload, consistently adhering to SLSNSW protocols * Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport * Ability to seek assistance and support when required * Ability to work within a team and delegate tasks appropriately to meet deadlines * Advanced communication skills * High problem-solving ability: analysing available information and choosing the optimal solution | * Knowledge of training and education related policies, guidelines and procedures available * Self-awareness in relation to their level of competency and any limitations. * Understanding of reporting requirements of sensitive information in adherence with privacy legislation. * Understanding of responsibilities around confidentiality including its limitations. * Understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government funded programs. | |
| PREFERRED QUALIFICATIONS OR EXPERIENCE | | | |
| * Certificate IV or Diploma in Training and Assessment * Tertiary qualification in Adult Education, Management or Business. * HR/WHS * Working with children check | * Experience in managing and leading a team of professionals, in an RTO or tertiary education environment, in pursuit of excellence in service quality and delivery * Trainer or Assessor | |
| PERSONAL CHARACTERISTICS | | | |
| * Ability to adapt style * Community minded * Flexibility * Genuine interest in helping others * Good moral judgement * Good prioritisation skills | * Integrity * Organised * Professional yet affable * Resilient * Self-awareness – insight into competence * Self-directed (self-control and management) | |
| **KEY STAKEHOLDER RELATIONSHIPS** | | | |
| * SLSNSW Members * SLSNSW Education team members * SLS Club Safety Officer * SLS Club Member Protection Information Officer * SLS Club Management Team members | * SLSNSW Member Welfare Officer * SLS Club Complaints Officer * SLSNSW Branch and SLSNSW authorities * Previous and other current holders of the role * Patrol Captains | |