

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
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| 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.
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| 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
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| 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)
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| **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
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