

# Memorandum

<b>To:</b> Branch and Club Presidents, Directors Member Services, Directors of Education, Junior Activity Chairs
<b>From:</b> Kerry Clancy (Director of Member Services), Claire Bevis (Membership Manager)
<b>Date:</b> October 22, 2020
<b>Pages:</b> 2
<b>Subject:</b> Junior Activity and Training Delivery – Lord Howe Island

In October 2018 Lord Howe Island and SLSNSW co-signed a relationship deed, creating a new Community Nipper Club. This club is one of two community Nipper clubs in NSW, offering endorsed Nipper activities to children aged between 5-13. The club is recognised by SLSNSW to conduct a Nippers program in Lord Howe Island and is affiliated to SLSNSW.

We are calling for expressions of interest from a suitable qualified member to delivery Junior Activity Age Manager Training, proficiency skills update as well as SRC and/or Bronze Medallion training for members based on Lord Howe Island.

The successful applicant will work closely with the SLSNSW Membership Team and the Lord Howe Island Community Nippers Club to ensure that the delivery of training meets the needs of the members and the SLSNSW requirements.

## Role and Responsibility

This member will be responsible for:

- Preparing a training plan to meet the needs of the club members (including both online and face to face delivery)
- Delivery of training and assessment for Age Managers Course, SRC and possibly a Bronze Medallion Course
- Coordination of training resources required
- SurfGuard processes related to training delivered

Please note that the successful applicant will not be required to undertake quarantine. They must ensure that they have not visited a COVID-19 hotspot within 72 hours of their departure. *For more information on locations in NSW that are associated with confirmed cases — known as ‘hotspots’ — visit [nsw.gov.au/covid-19](https://nsw.gov.au/covid-19) and select ‘Case locations and statistics’.*

## Qualifications

- A current and financial member of Surf Life Saving
- Current WWCC
- Current BM Facilitator
- Have delivered an Age Manager Course
- Effective communication skills

## Time Commitment

The member be required to travel from Port Macquarie to Lord Howe Island for a period of one week (either 6-13 November OR 13-20 November). There will be a time requirement to plan the delivery of training, including the possibility of online training prior to departure.

**Expression of interest process**

To express an interest, please email [cbevis@surflifesaving.com.au](mailto:cbevis@surflifesaving.com.au) before 9:00am on Wednesday 28 October 2020. Please outline in 500 words or less why you are interested in applying for this role and outline the skills and experience you will bring to this role.

**Key Dates**

EOI Released – Thursday 22 October

EOI Closes – Wednesday 28 October

Review by SLSNSW Panel – Thursday 29 October

Successful and Unsuccessful Applicants advised – Friday 30 October

Travel to Lord Howe Island – Friday 6 November OR Friday 13 November