

POSITION DESCRIPTION

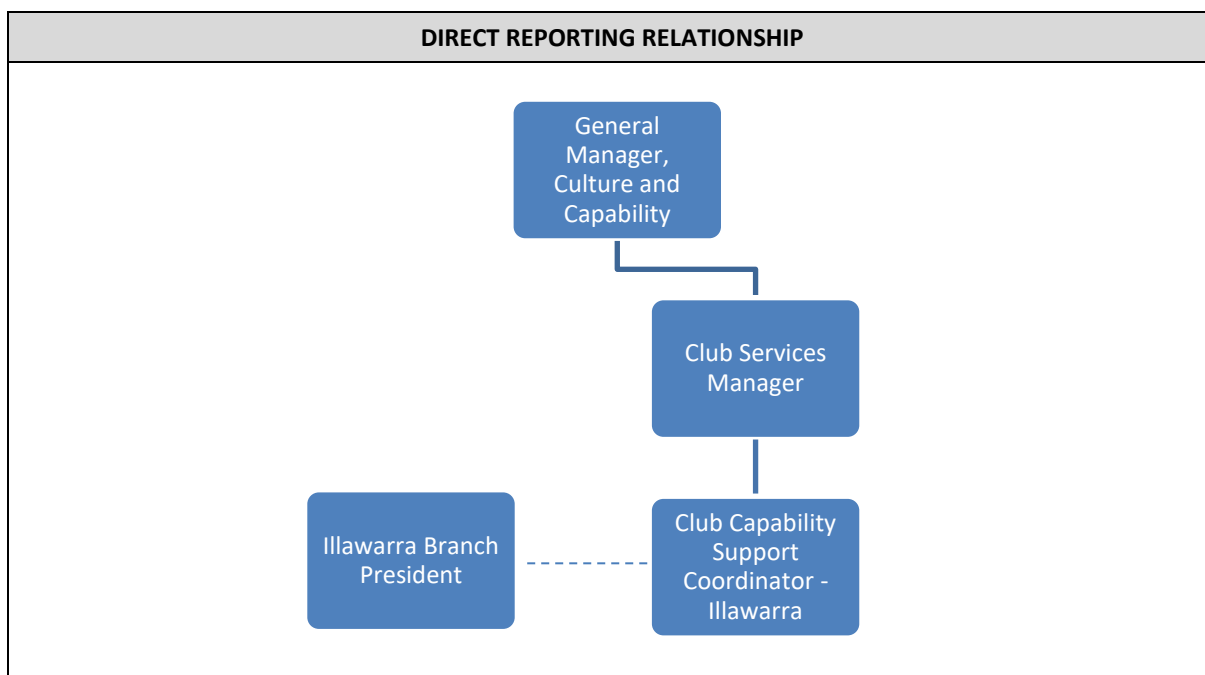
POSITION	WORK LOCATION	POSITION DESCRIPTION COMPLETED
Club Capability Support Coordinator – Illawarra	Hybrid (minimum 2 days per week based in Illawarra Branch Office and/or Surf Life Saving Clubs)	September 2023
REPORTS TO:	DIRECT REPORTS:	DEPARTMENT
Club Services Manager	N/A	Culture and Capability

PURPOSE STATEMENT

To provide capability support to identified clubs within the Illawarra region. This role will work with clubs to increase patrolling strength, support patrol rostering to maximise capability and assist with the coordination of training and education across the branch. Specific membership recruitment plans for the 2023/24 season and beyond will be a key deliverable in this role.

SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none"> • Experience in project coordination, including project planning and delivery. • Excellent verbal, written and interpersonal communication skills, with the ability to influence and motivate others. • Excellent attention to detail and ability to prioritise tasks, meet deadlines and multitask. • Strong analytical and problem-solving skills, with a focus on finding practical solutions. • Ability to handle resistance and navigate through challenges, remaining positive and focused on achieving objectives. • Ability to work effectively as part of a team, collaborating with colleagues and stakeholders to achieve collective success. • Demonstrated commitment to going above and beyond, with a proactive and dedicated approach to work. • Sound computer skills particularly Microsoft Word, PowerPoint, Excel and Outlook. • Flexible attitude to work, including evening and/or weekend work. • Current drivers licence 	<ul style="list-style-type: none"> • Surf Life Saving knowledge and experience particularly in relation to the volunteer journey within the organisation. • Experience in creating and delivering volunteer/membership recruitment campaigns to diverse audiences. • An understanding of training and education, coordinating training requirements and resourcing training delivery. • An understanding of membership organisations and the volunteer life cycle.



KEY ROLE RESPONSIBILITIES	
Responsibility	Description of Responsibilities
Building patrolling strength	<ul style="list-style-type: none"> • Coordination of training requirements and resourcing of training delivery across the branch to support clubs. • Work with identified clubs to create structured patrol rosters to maximise patrolling capability. • Identify enhanced award acquisition pathways to enable growth in patrolling strength and capability. • Support adherence to operational requirements, guidelines, and timelines to achieve organizational objectives.
Member Recruitment	<ul style="list-style-type: none"> • Support identified clubs with specific membership recruitment strategies for the 2023/24 seasons. • Develop long term member recruitment and engagement strategies to support clubs into the future. • Grow patrolling and overall membership at identified clubs.
Stakeholder Engagement	<ul style="list-style-type: none"> • Build and develop relationships with members and key stakeholders through regular communications. • Work collaboratively with staff in other areas of the organisation to ensure the key priorities within the Illawarra region are addressed (including membership, training and education, lifesaving, and support operations team members). • Act as the key liaison between clubs and SLNSW. • Always represent SLNSW in a professional manner.

CORE ACCOUNTABILITIES (ALL EMPLOYEES)	
Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	<ul style="list-style-type: none"> • 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 • Demonstrates duty of care, considers own safety and the safety of others while at work • Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times • Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes • Participates in the ongoing improvement of the SLSNSW WHS Policy and visibly and constantly supports its implementation • Practice and promote the SLSNSW Equal Employment Opportunity (EEO), Anti-Discrimination, Anti-Bullying and Harassment Policy by treating fellow employees and others fairly and equitably and without discrimination, harassment or bullying.
Organisational Culture	<ul style="list-style-type: none"> • Promotes and encourages personal growth and effective communication • Understands and supports the Code of Conduct, policies and procedures of the organisation • Continually contributes to and supports volunteers & employees, including Directors, Branches, Clubs & Members.
Leadership/Teamwork	<ul style="list-style-type: none"> • Supports the decisions of SLSNSW Board of Directors and SLSNSW Management • Displays willingness to assist others, shares knowledge openly, cooperates and supports the department • Receptive and open to feedback • Maintains a positive and constructive attitude that promotes confidence in those around them • Contributes to team meetings and promotes the exchange of information throughout the organisation • Regularly meets with Manager/ team to discuss performance, plans and current issues.
Continuous Improvement	<ul style="list-style-type: none"> • Exercises initiative in making improvements to work processes and outcomes • Always searches for better ways and strives for best practice • Embraces and adapts to change.

WORKING RELATIONSHIPS
<p>Internal – SLSNSW Staff; Illawarra Branch Executive; Illawarra Clubs and Members.</p> <p>External – Local sporting and community bodies and providers, Wollongong Council, local schools and education institutions, local media outlets.</p>

APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation

Chief Operating Officer SLSNSW Date

Chief Executive Officer 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