



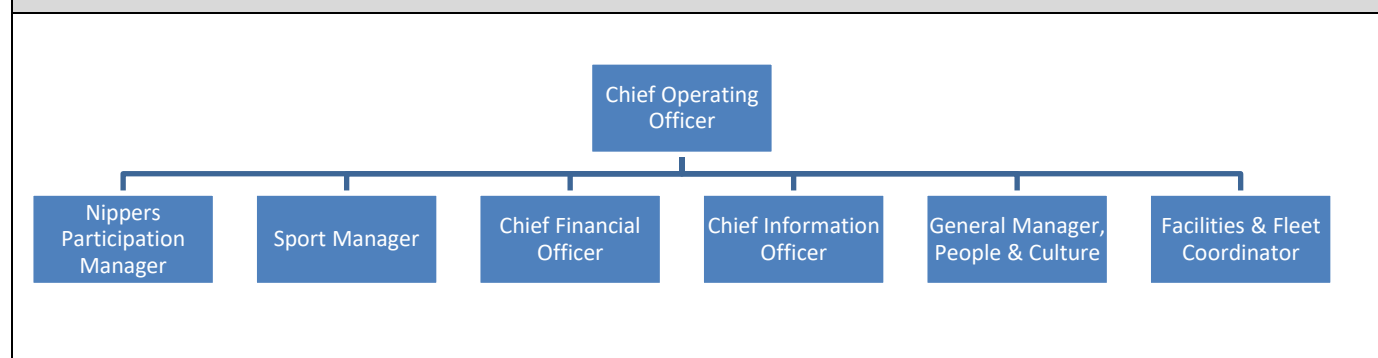
Position Description

Position	Work Location	Position Description Completed
Nippers Participation Project Project Lead Fixed Term Contract	Belrose	June 2025
Reports To:	Direct Reports:	Department
COO	NIL	Nippers Participation

PURPOSE STATEMENT

The primary purpose of the Nipper Participation Project Lead is to activate the roll-out and evaluation of a new entry level participation program for Surf Life Saving members aged 6-10-years old. The program will be the first experience for this age cohort with Surf Life Saving and ocean based active recreation and sport. The incumbent will manage a pilot and evaluation of the program, supporting SLSNSW clubs to utilise data, frameworks and resources to provide a consistently delivered and engaging program throughout SLSNSW clubs.

DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none">• Previous experience in developing, managing and evaluating youth sports or recreational participation programs.• Strong interpersonal communication skills to build relationships with volunteers, parents and other key stakeholders.• Strong project management skills with a proven ability to multi-task, prioritise, meet deadlines and budgets.• Experience in successfully implementing change.• Strong written communication skills to develop resources and/or training materials.• Experience in training and coordinating volunteers in a sports or recreation setting.• Ability to problem solve and independently make decisions.• Demonstrated ability to deliver training sessions for coaches/age managers or similar• Ability to undertake travel as required and a flexible approach to work hours – must be willing to work weekends as required.• Ability to problem solve and independently make decisions.• Current Working With Children Check (WWCC).	<ul style="list-style-type: none">• Knowledge of Surf Life Saving or aquatic activities• Understanding or experience of working in volunteer-led organisations

KEY ROLE RESPONSIBILITIES	
Responsibility	Key Activities
Develop Pilot Delivery Framework	<ol style="list-style-type: none"> 1. Consider previously commissioned research, frameworks and curriculum materials to develop and deliver a pilot of a new Nipper participation program 2. Conduct an EOI process to allow clubs to nominate as a pilot centre 3. Identify and collaborate with the selected group of clubs and/or branches to deliver the pilot 4. Establish partnership agreements/a pilot scope to clearly articulate the delivery expectations of the pilot 5. Develop operational resources to enable clubs to deliver a successful pilot 6. Develop a change management plan to transition clubs/parents from existing programs to the new pilot program 7. Determine what periodical program reporting is required to ensure real-time evaluation / assistance to individual clubs
Pilot Delivery	<ol style="list-style-type: none"> 1. Develop a training approach for Age Managers/coaches 2. Undertake and/or co-ordinate training sessions 3. Develop effective working relationships with key stakeholders primarily club co-ordinators / delivery personnel 4. Develop an approach to ensure delivery consistency between centres 5. Undertake a 'Help Desk' function for pilot clubs in addition to pro-active check-ins on the progress of individual pilot programs at clubs
Reporting	<ol style="list-style-type: none"> 1. Measure the success of individual centres/clubs 2. Capture individual data which can enhance the program
Pilot Evaluation	<ol style="list-style-type: none"> 1. Develop an evaluation framework to evaluate the success of the pilot considering the experience of participants, parents, age managers/coaches 2. Gather insights and provide recommendations on the performance of the pilot and next steps to roll out and embed more broadly
Framework	<ol style="list-style-type: none"> 1. Work closely with the Membership and Sport Managers to develop mechanisms to ensure the Nippers participation program articulates into the Youth Development program and the Surf Sports competition pathway 2. Consider effective and cost efficient approaches to age manager/coach training for the broader whole of state program

CORE RESPONSIBILITIES (ALL STAFF)	
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 SLNSW's safety procedures and expectations, and actively participates and contributes. • Participates in the ongoing improvement of the SLNSW WHS policy and visibly and constantly supports its implementation. • Practice and promote the SLNSW Equal Opportunity, Harassment and Bullying policy by treating fellow staff 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 policies and procedures of the organisation

	<ul style="list-style-type: none"> as defined in the Employee Handbook. Continually contributes to and supports volunteers & staff, 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 staff meetings and promotes the exchange of information throughout the organisation. Regularly meets with Manager 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

Internal: The Nippers Participation Manager reports to the Chief Operating Officer. This role will interact closely with the Sports and Membership Teams.

External: Externally, the Nippers Participation Manager will liaise closely with external consultants who have developed the new Nipper participation curriculum and resources. Critically, the Nippers Participation Manager will be the central communication point between pilot clubs and branches.

APPROVAL

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 _____