



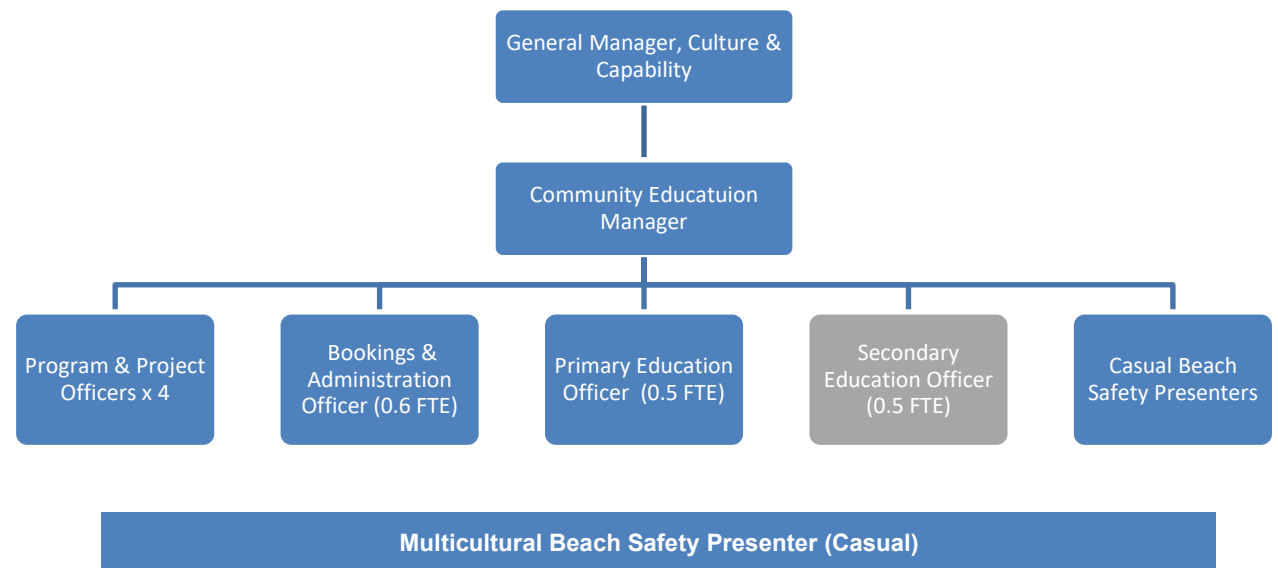
Position Description

Position	Work Location	Position Description Completed
Secondary Education Officer (0.5 FTE)	Belrose, NSW	Nov 2025
Reports To:	Direct Reports:	Department
Community Education Manager	NIL	Culture & Capability (Community Education)

PURPOSE STATEMENT

This role exists to design and deliver high-quality, age-appropriate educational resources that align with the NSW curriculum and embed essential beach and ocean safety messaging. The position ensures that programs are inclusive, culturally safe, and strategically aligned, supporting the organisation's commitment to fostering safe, informed communities through engaging secondary education initiatives.

DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none">Accredited Secondary Teaching Qualification with demonstrated experience in delivering curriculum-aligned education to primary-aged students.Familiarity with NSW curriculum frameworks and syllabus documents.Strong understanding of curriculum development, with the ability to create	<ul style="list-style-type: none">Demonstrated experience working with culturally and linguistically diverse communities.Knowledge of inclusive education principles.Awareness of policies and practices that support cultural safety.

<p>engaging, inclusive, and age-appropriate learning resources.</p> <ul style="list-style-type: none"> • Experience in designing and delivering digital or video-based educational content, ideally for secondary students. • Ability to design peer-led learning initiatives, including training and supporting peer facilitators. • Strong understanding of engagement strategies for adolescents, particularly in interactive and online learning environments. • Proven ability to build respectful and effective relationships across internal teams. • Experience in evaluating educational programs, using feedback and data to inform continuous improvement and relevance. • Excellent communication and collaboration skills, with a commitment to working constructively within a team and across departments. • Ability to manage multiple priorities, meet deadlines, and adapt to changing needs in a dynamic education environment. • A genuine passion for community education, with a commitment to equity, inclusion, and lifelong learning for all students. 	<ul style="list-style-type: none"> • Experience of project management for education programs involving multiple stakeholders (e.g. schools, peer facilitators, digital providers).
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KEY RESPONSIBILITIES	
Outcomes	Key Activities
KRA 2: Digital and Peer-Led Program Design	<ul style="list-style-type: none"> • Design an interactive, video-based, peer-delivered education program for secondary students. • Recruit, train, and support peer facilitators to deliver program content effectively. • Ensuring digital content is engaging, inclusive, and aligned with curriculum and organisational objectives. • Monitor and evaluate program delivery, incorporating feedback from students and peer facilitators.
KRA 2: Curriculum Resource Development	<ul style="list-style-type: none"> • Design and develop engaging, age-appropriate lesson materials aligned with the NSW curriculum. • Develop interactive video-based resources for secondary students, ensuring content supports peer-led delivery. • Ensure beach and ocean safety messaging is accurately embedded within educational content. • Collaborate with internal teams to ensure resources reflect strategic goals and community needs.
KRA 3: Stakeholder Engagement & Collaboration	<ul style="list-style-type: none"> • Coordinate with peer facilitators and secondary schools to ensure successful implementation of programs. • Engage with the NSW Department of Education and secondary educators to promote program uptake and collaboration. • Support cross-team collaboration to align education initiatives with broader organisational priorities.
KRA 4: Program Evaluation & Improvement	<ul style="list-style-type: none"> • Evaluate the effectiveness and relevance of secondary education programs and resources. • Collect and analyse feedback to inform improvements. • Contribute to reporting and strategic planning based on evaluation outcomes.

KRA 4: Policy & Curriculum Alignment	<ul style="list-style-type: none"> • Monitor emerging trends, curriculum updates, and policy changes in secondary education. • Ensure all resources and programs align with relevant education standards and frameworks. • Apply knowledge of NSW syllabus documents and child safety policies in content development.
KRA 5: Inclusive & Culturally Safe Education	<ul style="list-style-type: none"> • Support the development of inclusive and culturally safe resources for diverse learners. • Collaborate with relevant staff to ensure materials are accessible. • Apply inclusive educational principles and cultural safety practices in all areas.

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 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 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 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 Secondary Education Officer will work closely with the Community Education staff team and Beach Safety Presenters.

External: From time to time, programs may be designed in partnership with other external organisations or agencies.

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 _____