



POSITION DESCRIPTION

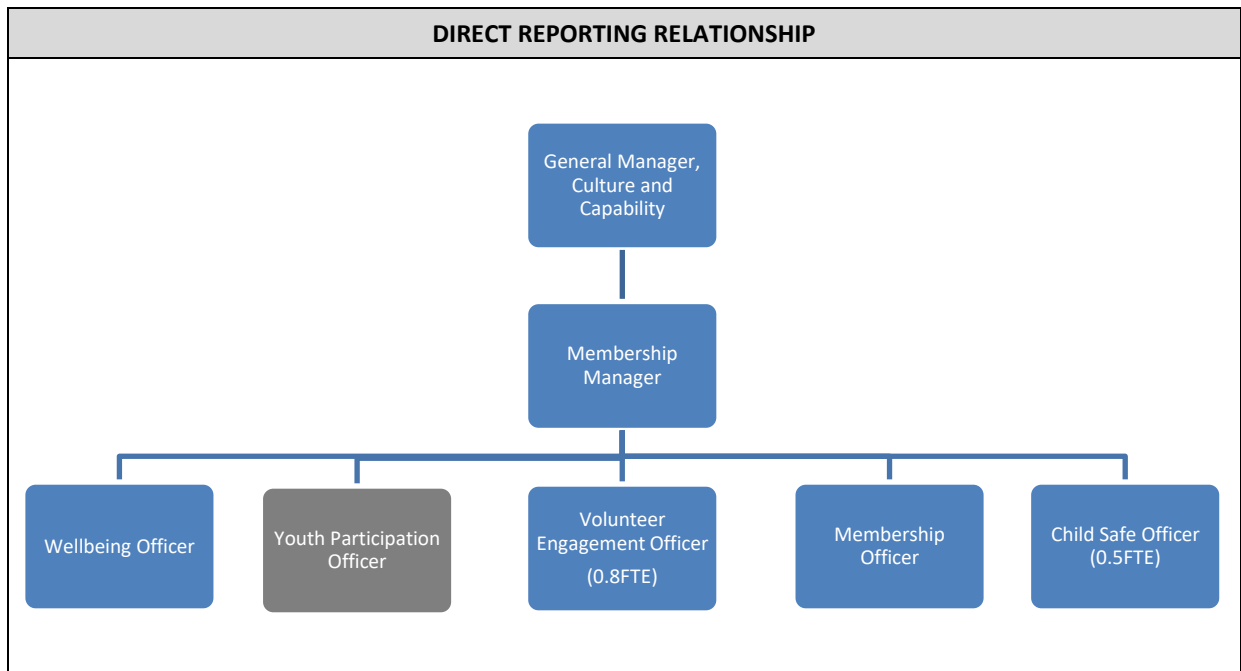
POSITION	WORK LOCATION	POSITION DESCRIPTION COMPLETED
Youth Participation Officer	Belrose	February 2026
REPORTS TO:	DIRECT REPORTS:	DEPARTMENT
Membership Manager	N/A	Culture and Capability

PURPOSE STATEMENT

This role supports membership growth and retention within Surf Life Saving NSW by delivering projects, events and activities designed to promote and enable best practice in relation to nippers, youth and parent participation/engagement and other membership groups participating in Surf Life Saving.

SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none">• An understanding of youth engagement or youth development best practices.• Experience in project and event coordination, particularly youth-led or youth-focused projects/events.• Experience in developing a wide range of written resources and communications for a range of audiences.• Ability to independently conduct research using a range of sources, analysing findings to support content development or responses to queries.• Excellent interpersonal and customer service skills along with excellent written and verbal communication skills.• Excellent attention to detail and ability to prioritise tasks, meet deadlines and multitask.• An ability to prioritise competing demands and demonstrated attention to detail.• Sound computer skills particularly Microsoft Word, PowerPoint, Excel and Outlook.• Current Driver's Licence.• Flexible attitude to work, including some evening and weekend work.	<ul style="list-style-type: none">• Previous experience in a similar industry (e.g. community sport, youth organisation).• Surf Life Saving knowledge and experience particularly in relation to the member journey and pathways within the organisation.• Experience in the delivery, facilitation and/or coordination of the Duke of Edinburgh program.• Experience maintaining relationships with a diverse range of stakeholders, and particularly with young people.



KEY ROLE RESPONSIBILITIES	
Responsibility	Description of Responsibilities
Project Management	<ul style="list-style-type: none"> Work collaboratively with key stakeholders to plan, implement and evaluate projects aiming to actively engage and retain parents and young people in SLS activities. Support the delivery of the SLSNSW Nipper program through the provision of seasonal support (pre-season, in-season, off-season) for volunteers delivering the program. Support the implementation of the Duke of Edinburgh Program within the Surf Life Saving NSW environment. Support the delivery of youth focused events including the Junior Lifesaver of the Year program. Attend to special projects and other reasonable duties as required from time to time as required by manager.
Resource Development & Promotion	<ul style="list-style-type: none"> Develop and maintain resources and communications to support members throughout their SLS engagement. Support the development of organisational recruitment and retention initiatives for people looking to participate in Surf Life Saving. Maintain content/resources on the SLSNSW website.

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; SLSNSW Branches; SLSNSW Clubs and Members; Surf Life Saving Australia IT Team.</p> <p>External – Includes, but not limited to: Centre of Volunteering, NSW Office of Sport, NSW Centre of Volunteering.</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