

Position Description

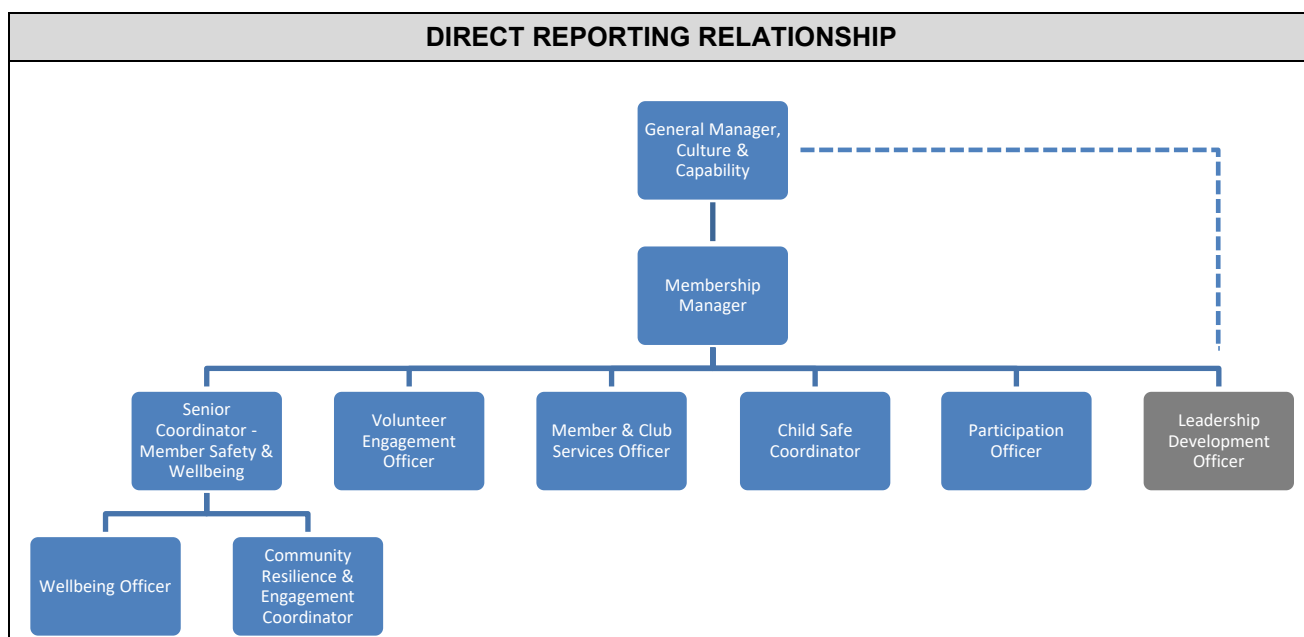


Position	Work Location	Position Description Completed
Leadership Development Officer	Hybrid – to include a minimum of 1 day per week at SLSNSW Headquarters (Belrose)	June 2026
Reports To:	Direct Reports:	Department
Membership Manager	Nil – project-based leadership of contractors/volunteer facilitators	Culture & Capability

PURPOSE STATEMENT
<p>This position is responsible for the design, delivery and evaluation of leadership development initiatives across Surf Life Saving NSW, supporting members at all levels to build capability, confidence and inclusive leadership practices.</p> <p>The role leads key programs and projects aligned to organisational priorities, including leadership pathways, professional development, gender equity initiatives and member engagement strategies. It works collaboratively across the organisation and with external partners to ensure programs are evidence-based, member-centred and deliver meaningful impact.</p> <p>This role also contributes to Surf Life Saving’s National Centre of Excellence for Cultural Leadership, supporting the design and delivery of evidence-based leadership programs and initiatives across Australia.</p>

SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> • Demonstrated experience in delivering leadership development programs or initiatives; • Proven ability to design and evaluate programs using evidence-based approaches; • Strong project management skills, including planning, delivery and evaluation of multiple concurrent initiatives; • Demonstrated ability to influence and engage a broad range of stakeholders, including volunteers, without direct authority; • Experience in stakeholder consultation, research and analysis to inform program design; • Demonstrated ability to drive continuous improvement and translate evaluation insights into action; • Strong written and verbal communication skills, including facilitation and presentation; • Ability to work effectively in a complex, high-volume environment with competing priorities; • High level of initiative, accountability and outcomes focus; • Excellent organisational skills and attention to detail; • Strong Microsoft Office skills (Word, Excel, PowerPoint); • Willingness to work flexible hours, including occasional evenings and weekends; • Willingness to travel intra- and interstate; 	<ul style="list-style-type: none"> • Experience working within Surf Life Saving or a similar volunteer-based organisation; • Experience in blended and online learning design; • Experience working with external facilitators, consultants or partners; • Understanding of leadership frameworks, inclusive leadership and/or culture change initiatives; • Experience in video or digital content development; • Experience contributing to grant-funded initiatives or reporting environments; • Relevant tertiary qualification (e.g. HR, Organisational Development, Education, Psychology or similar).

- Demonstrated understanding of confidentiality and professional conduct.



KEY ROLE RESPONSIBILITIES	
Responsibility	Description of Responsibilities
KRA 1: Program Design & Delivery	<ul style="list-style-type: none"> • Design, develop and deliver leadership development programs aligned to organisational priorities; • Lead the pilot and evaluation of new initiatives (e.g. online leadership programs, emerging leaders pathways); • Deliver ongoing professional development opportunities to support sustained member engagement; • Ensure programs are inclusive, accessible and aligned to contemporary leadership practices; • Manage program timelines, deliverables and resources to ensure successful implementation.
KRA 2: Stakeholder Engagement & Partnerships	<ul style="list-style-type: none"> • Build strong relationships with members, branches, clubs and key stakeholders to inform program design and delivery; • Collaborate with internal teams and external partners to develop and deliver high-quality programs; • Engage facilitators, contributors and subject matter experts to support program delivery; • Support communication and promotion of leadership initiatives to maximise participation and impact; • Represent SLSNSW in relevant forums, working groups and cross-organisational projects.
KRA 3: Evaluation, Insights & Continuous Improvement	<ul style="list-style-type: none"> • Design and implement evaluation frameworks to measure program effectiveness and impact; • Analyse feedback, participation data and outcomes to inform continuous improvement; • Translate insights into practical enhancements for programs and member experience; • Contribute to reporting requirements for internal stakeholders and funded initiatives; • Identify emerging trends, risks and opportunities to inform future leadership development strategy.
KRA 4: Innovation & Resource Development	<ul style="list-style-type: none"> • Develop resources to support leadership development, including toolkits, guides and digital content; • Explore innovative approaches to leadership development, including online learning and storytelling (e.g. “day in the life” content);

KEY ROLE RESPONSIBILITIES	
	<ul style="list-style-type: none"> • Support initiatives that strengthen mentoring, allyship, sponsorship and networking across the organisation; • Contribute to broader Culture & Capability projects and strategic priorities; • Undertake additional duties as required by the manager.
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: Works closely with the Culture & Capability team, SLSNSW staff across all portfolios, state/national SLS representatives, and members across branches and clubs to support leadership development and capability building.</p> <p>External: Engages with facilitators, consultants, partner organisations and national stakeholders to deliver and enhance leadership initiatives.</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