

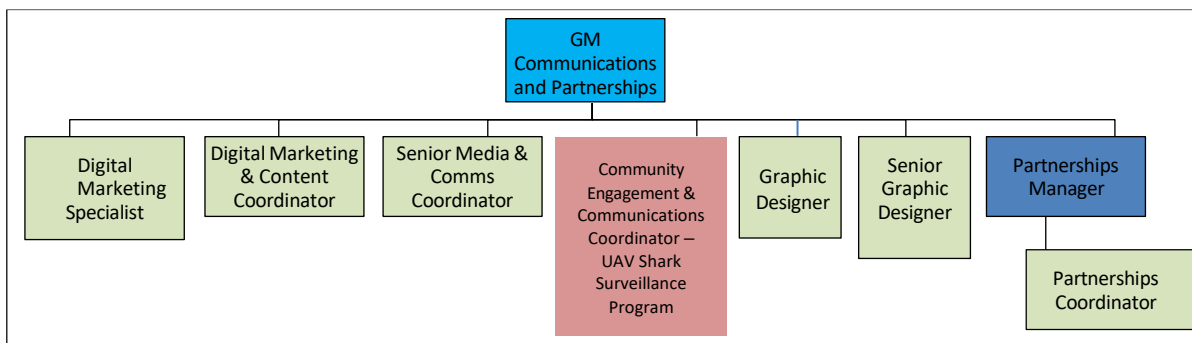


POSITION DESCRIPTION

POSITION	WORK LOCATION	POSITION DESCRIPTION COMPLETED
Community Engagement & Communications Coordinator – UAV Shark Surveillance Program (approx. 25hrs/week)	SLSNSW Headquarters	July 2026
REPORTS TO:	DIRECT REPORTS:	DEPARTMENT
GM Communications and Partnerships	NIL	Communications & Partnerships

PURPOSE STATEMENT
The purpose of this position is to support the SLSNSW UAV team to deliver a significantly enhanced and expanded Shark Management Surveillance Program in NSW. Working within the broader SLSNSW Communications team with a digital and online focus, this role will engage with internal and external stakeholders, including the public, local government, community organisations, surf clubs and volunteers, and the media, ensuring they receive accurate, timely and consistent information in a fast-paced operational environment.

DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> Demonstrated experience in communications, stakeholder engagement, or community relations. Proven success developing and implementing communication and engagement strategies in a complex organisation. Excellent written and verbal communication skills, with the ability to tailor messages for different audiences, liaise with media and manage relationships. Experience managing social media strategies/campaigns and coordinating high-quality digital content to target diverse audiences A proactive, adaptable and solutions-focused approach, with a commitment to collaboration and shared information. 	<ul style="list-style-type: none"> Degree or Diploma in Communications, Public Relations, Media, or related discipline At least 5 years' experience in a similar field Industry experience in government, operations, emergency services, or similar communications environments Strong experience managing stakeholder engagement, community communications, and sensitive issues



<ul style="list-style-type: none"> • Excellent project management, organisational and problem-solving capabilities. • The ability to manage competing priorities and work independently in a dynamic fast paced operational environment. • Flexible approach to work hours - ability to work on weekends or out of hours as required. 	
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KEY RESPONSIBILITIES
<ul style="list-style-type: none"> • Develop and implement strategic communication and engagement plans that support the delivery of the Surf Life Saving NSW UAV Shark Surveillance Program • Build and maintain strong relationships with internal and external stakeholders across government, community and partner organisations • Assist with responses to requests for information and act as a point of contact for media and for stakeholder enquiries, public inquiries, and community concerns • Work with the team to coordinate media and social media messaging, web updates, and other communications • Create high-quality communication materials, including reports, briefings, presentations, web content and stakeholder updates • Support the delivery of strategic events, activations and engagement initiatives that showcase the impact of the SLSNSW UAV shark surveillance program • Monitor, evaluate and report on engagement activities, outcomes and opportunities.

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.
	<ul style="list-style-type: none"> • 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
<p>Internal - Surf Life Saving UAV team, Comms & Media team, Coastal Safety and Emergency Management teams, Senior Leadership Team.</p> <p>External – Clients of Surf Life Saving UAV business unit including the Dept of Primary Industries and Regional Development, local government, consultants and program contractors, the public, media, social media and digital services providers.</p>

APPROVAL						
<p>This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation</p>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Chief Operating Officer SLSNSW</td> <td style="width: 20%; text-align: right;">Date</td> <td style="width: 20%; border-top: 1px dashed black;"></td> </tr> <tr> <td>Chief Executive Officer</td> <td style="text-align: right;">Date</td> <td style="border-top: 1px dashed black;"></td> </tr> </table>	Chief Operating Officer SLSNSW	Date		Chief Executive Officer	Date	
Chief Operating Officer SLSNSW	Date					
Chief Executive Officer	Date					
<p>I have read and understood this document and agree to perform the duties and responsibilities as listed within the list</p>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employee Name</td> <td style="border-top: 1px dashed black;"></td> </tr> <tr> <td>Employee Signature</td> <td style="text-align: right;">Date</td> </tr> </table>	Employee Name		Employee Signature	Date		
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