

Position Description

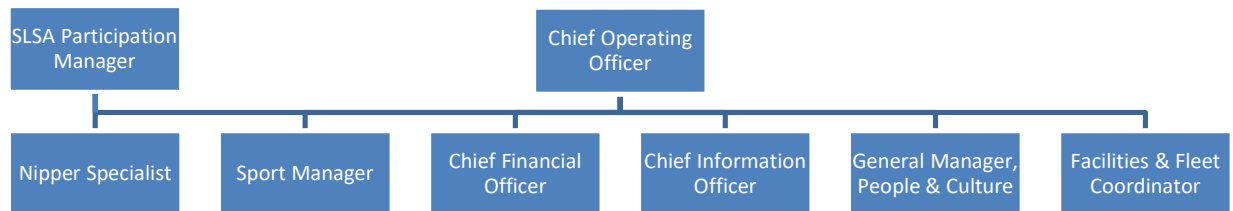


Position	Work Location	Position Description Completed
Nipper Specialist Fixed Term Contract	Belrose	September 2026
Reports To:	Direct Reports:	Department
COO	NIL	Participation

PURPOSE STATEMENT

The primary purpose of the Nipper Specialist role is to lead the implementation, pilot and evaluation of a new entry-level participation program for children, providing their first experience of Surf Life Saving, ocean-based recreation and sport. The role will support SLSNSW clubs to deliver a high-quality, engaging and consistent participant experience through the effective use of data, resources and program frameworks. Working collaboratively with clubs, State and Territory Centres, and national stakeholders, the Nipper Specialist will contribute to the ongoing development and delivery of nationally aligned participation programs that strengthen community connections, enhance member pathways and support sustainable participation growth in line with Surf Life Saving Australia's National Participation Plan.

DIRECT REPORTING RELATIONSHIP



SELECTION CRITERIA

Essential	Desirable
- Proven ability to build and maintain effective working relationships with internal and external stakeholders. - Well-developed written and verbal communication skills, with strong attention to detail. - Sound planning, research and analytical skills, with the ability to apply evidence to inform program or project decisions. - Demonstrated ability to work autonomously, showing initiative, effective time management and the ability to meet competing deadlines. - Experience managing resources and monitoring expenditure within allocated budgets. - Strong judgement and evidence-based decision-making skills, including the use of consultative processes. - High levels of self-motivation and professionalism, with the ability to adapt to change and respond to emerging issues. - Demonstrated capability to translate ideas into practical, deliverable plans aligned with organisational objectives.	- Tertiary qualifications and/or equivalent relevant experience in the area of participation programs, project management, and/or general administration. - Knowledge of Surf Life Saving or aquatic activities - Understanding or experience of working in volunteer-led organisations

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KEY ROLE RESPONSIBILITIES	
Responsibility	Key Activities
Program Coordination	1. Lead the development and coordination of project plans, schedules, budgets and status reporting for Participation programs, including but not limited to Nipper Review; monitoring progress and effectiveness to ensure agreed deliverables are achieved. 2. Plan, prepare and facilitate working groups, reference groups and workshops to support co-design, decision-making and delivery of project outcomes. 3. Manage document governance processes, including drafting, proofing, approvals and version control, ensuring recommendations are endorsed and implemented. 4. Maintain accurate project records, documentation and reporting in line with SLISA requirements and timeframes across all Participation programs. 5. Consider commissioned research, frameworks and curriculum materials to develop and deliver a pilot of a new Nipper participation program 6. Develop operational resources to enable clubs to deliver a successful pilot 7. Develop a change management plan to transition clubs/parents from existing programs to the new pilot program 8. Determine and implement periodical program reporting requirements to enable real-time evaluation and targeted support for individual clubs. 9. Ensure pilot design and delivery aligns with SLISA safeguarding, child safety and inclusion policies.
Program Delivery	1. Establish and maintain effective working relationships with key stakeholders, particularly club coordinators and delivery personnel, to support high-quality and consistent program delivery. 2. Design and administer a Nipper Expression of Interest (EOI) process to identify and select pilot clubs, in collaboration with state/territory staff.

	3. Develop and manage Partnership Agreements with pilot clubs, clearly articulating roles, responsibilities, expectations and reporting requirements. 4. Develop and deliver a nationally consistent training approach for Age Managers, Coaches and Junior Activities Coordinators (JACs), including the coordination and facilitation of training sessions as required. 5. Develop and implement quality assurance approaches to support consistent delivery across pilot locations. 6. Source fulfilment partners for participant engagement packs and Club stock (such as branded promotional material, equipment packs etc.) 7. Establish 'How to run your Nipper program' content, tools and support including access to stackable lesson plans, reporting tools, branded promotional material e.g., tear drop flag, polo tops, editable social media tiles, flyers and other promo templates, equipment starter kits providing everything required to run programs. 8. Provide a central help-desk and escalation point for pilot clubs, complemented by proactive check-ins and targeted support.
Pilot Evaluation	1. Design and implement an evaluation framework to assess pilot effectiveness, including participant, parent/carer and Age Manager/coach experiences. 2. Synthesize insights, evidence and feedback to provide clear recommendations on pilot performance, readiness for scale and next phase implementation.
Capability	1. Work closely with the Nipper Review Working Group and state/territory staff to ensure strong articulation between the Nippers participation program, Youth Development pathways and Surf Sports competition structures. 2. Ensure states and territories are equipped with the tools, guidance and capability required to support successful rollout. 3. Work closely with internal SLISA teams to scale accreditation programs to meet the variety of needs across State/Territories 4. Support future planning through the development of operational plans in alignment with the SLISA strategy.
Reporting and Communication	1. Develop and manage operational reporting processes to monitor club level performance, participant engagement and delivery issues in real time. 2. Capture, analyse and report program data to inform decision making, continuous improvement and future scaling. 3. Act as the central communication point between external consultants, pilot clubs and branches, ensuring consistent messaging, timely issue resolution and effective information flow.
Safeguarding Children and Young People	1. Understand and comply with guidelines of SLISA's Safeguarding Children and Young People. 2. Support the department in adherence to and operate within the protocols of the Child Safe Standards

CORE RESPONSIBILITIES (ALL STAFF)	
Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	• 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	• 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	• 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	• 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 Specialist reports to the Chief Operating Officer. This role will interact closely with the SLISA Participation Manager.

External: Externally, the Nippers Specialist will liaise closely with external consultants who have developed the new Nipper participation curriculum and resources. Critically, the Nippers Specialist 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 _____