



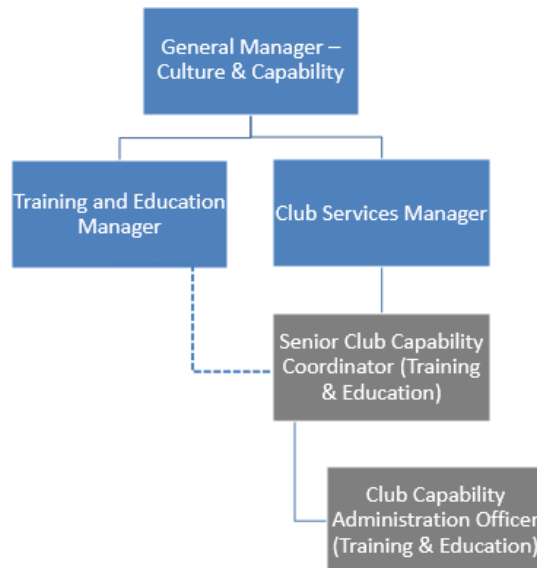
Position Description

Position	Work Location	Position Description Completed
Senior Club Capability Coordinator (training & Education)	SLSNSW Headquarters	August 2026
Reports To:	Direct Reports:	Department
Club Services Manager	1	Culture & Capability

PURPOSE STATEMENT

This position supports club capability across NSW by building strong relationships with priority clubs, identifying current and emerging training needs, and, with the support of the Club Capability Administration Officer, coordinating the rollout of training initiatives, education updates and operational processes. Working closely with trainers, assessors and key stakeholders, the role ensures training is effectively planned, coordinated and delivered to build sustainable capability within clubs.

DIRECT Reporting Relationship



SELECTION CRITERIA

Essential	Desirable
- Proven ability to coordinate and/or facilitate education-related projects and courses within specified timeframes; - Up to date knowledge of the Australian Vocational Education and Training (VET) Quality sector; - Certificate IV in Training and Assessment; - Strong problem-solving skills and positive approach; - Proven ability to work effectively within a team or independently; - Demonstrated attention to detail and structured approach to project delivery; - Ability to engage with a diverse group of volunteers and other key stakeholders; - Excellent written and verbal communication skills along with excellent interpersonal skills;	- Ability to analyse information and/or data and present professional reports/results; - Skills and knowledge of quality management. - Proven experience in providing support and training for a variety of awards within Surf Life Saving.

• Good Microsoft Office skills (Word, Excel, PowerPoint); • Flexible attitude to work, including weekend work; • Current Driver's license.	
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KEY OUTCOMES (KRA)	
Outcomes	Key Activities
KRA 1: Needs Analysis and Planning	• Work closely with the Club Services Manager to identify and agree on club capability support requirements. • Work closely with staff and volunteer teams to co-develop strategies to address capability gaps. • Undertake research, consultation and data analysis to support conclusions and strategies.
KRA 2: Service Delivery	• Develop concise and effective communications to support the implementation of agreed plans and initiatives. • Work closely with staff and volunteer teams to implement agreed plans and initiatives. • Coordinate, and where required, deliver online and face-to-face support to build lifesaving and training / assessing capability across the state. • Communicate feedback and improvement suggestions based on staff and volunteer experiences and needs. • Monitor and track the implementation of agreed plans and initiatives and provide regular reporting on progress. • Evaluate agreed plans and initiatives and promote a positive and supportive environment for staff and volunteers to collaborate and provide feedback.
KRA 3: Additional	• Coordinate and oversee the delivery of agreed education-related projects, initiatives and tasks, taking into account relevant internal and external stakeholder considerations and driving performance to achieve determined timeframe. • Keep up to date with changes in the VET sector affecting training and assessing within SLSNSW and assist the Branches and Clubs with following policies, processes and maintaining resources. • Develop and sustain strong internal stakeholder relationships and engagement, providing reliably accurate guidance on dependencies and expectations to ensure integrated, fit for purpose, quality outcomes. • Provide advice, policy development and decision-making support to the Training & Education Manager; • Attend branch and other SLSNSW meetings as required. • Represent SLSNSW in a professional manner at all times. • Work collaboratively with other areas of the organisation to ensure the key priorities and actions outlined in the organisational strategic plan are supported at all times. • Other duties as reasonably required.

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: Works closely with all members of the Training & Education and Club Services Teams alongside the wider Culture & Capability, Lifesaving, ALA and SLSA staff teams and Branch Directors of Education to deliver key responsibilities in a collaborative manner. This role will also work directly with clubs, trainers, assessors and members to support club capability. External: Engages with external RTO/VET stakeholder groups to support ongoing professional development.

APPROVAL	
This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation	
COO _____	Date _____
CEO _____	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 _____