

**Position Title: Coordinator – Development and Surf Sports**

Position Objective:	This role involves establishing and maintaining collaborative relationships to support the delivery of Surf Life Saving Tasmania’s (SLST) services and programs as the ‘Peak Body’ for water safety in Tasmania.
Prime Responsibilities:	<p>The Coordinator of Development and Surf Sports is responsible for planning, coordinating, and delivering SLST’s services and programs in alignment with the organisation's strategic plan. This includes, but not limited to, developing, and coordinating programs to:</p> <ul style="list-style-type: none"><li>- Ensure members have the skills needed to perform their roles, as capable and rescue-ready lifesavers.</li><li>- Progress opportunities and pathways for members at all levels of the organisation, including nippers and surf sports.</li><li>- Grow a welcoming, inclusive, and diverse membership that is encouraged through development opportunities.</li><li>- Champion and implement IT and systems that support our volunteers in their roles.</li></ul>
Operational Environment:	SLST is the peak organisation for surf lifesaving activities in Tasmania. Its primary role is to promote surf lifesaving activities, support SLST affiliates, members and the public through education, training, and development opportunities. SLST also represents the interests of members and the public to government at both local and state levels.
Organisational Culture:	Surf Life Saving Tasmania operates within a flexible team-based environment due to the small size of the state office team. Emphasis is placed on cross-skilling, multi-skilling, and mutual support to allow staff members to effectively achieve operational objectives. Individual staff members are encouraged to set personal development goals and take ownership of work outcomes.
Direct Reporting:	General Manager
Staff under supervision:	Nil
Employment Category:	Fulltime
Employment conditions:	Sporting Organisations Awards 2020
Employment classification:	Clerical and Administrative Staff, Grade 4 / 5 (subject to skills and experience)

**Key Responsibilities**

<p>Relationships and Communications</p>	<ul style="list-style-type: none"> <li>• Establish and foster collaborative relationships with internal and external stakeholders to support the delivery of member development and surf sport programs. This includes community organisations, members of SLST’s organisational structure, affiliates, commercial stakeholders, and state/territory surf life saving entities across Australia, including SLSA.</li> <li>• Ensure timely and effective communication with stakeholders in accordance with the SLST communication guide and agreed plans. Escalate complex issues to management.</li> <li>• Be available for contact at agreed times outside of normal business hours and on weekends when required.</li> <li>• Provide a positive experience for all stakeholders when dealing with SLST.</li> </ul>
<p>Coordination of Development and Surf Sports</p>	<p>Support the Development and Surf Sports Advisory Committees through:</p> <ul style="list-style-type: none"> <li>• regular reporting of identified member training needs, participation rates, and trends.</li> <li>• Research and coordinate agreed resources and programs to address identified member development, including coaches, officials, and age managers.</li> <li>• Provide support and resources to affiliates in the areas such as club development plans, diversity and inclusion, retention, and recruitment.</li> <li>• Support SLST programs such as Awards of Excellence, Hall of Fame, and State Conference.</li> <li>• Provide agreed administrative support for Surf Sport activities including events, special events, performance teams, skills clinics, and development programs.</li> <li>• Coordination and delivery of SLSA/SLST programs.</li> </ul>
<p>Deliver training</p>	<ul style="list-style-type: none"> <li>• Coordinate, support and deliver state-facilitated courses and public programs as required, at the direction and in consultation with Management.</li> </ul>
<p>Support and Administration</p>	<ul style="list-style-type: none"> <li>• Coordinate the planning and delivery of programs according to agreed work plans to achieve SLST’s strategic objectives.</li> <li>• Manage correspondence with stakeholders.</li> <li>• Create and maintain reports, resources, and plans, as requested by management.</li> <li>• Provide high levels of customer service and professionalism.</li> <li>• Identify, troubleshoot, and report key issues, capability constraints, and areas of improvement to management.</li> <li>• Work within the budgetary constraints and financial delegation of the position.</li> <li>• Attendance at club, regional, state and national committee meetings, as required by management, which may involve intra/interstate travel and the ability to work occasional weekends and/or evenings.</li> </ul>
<p>Safety and health</p>	<ul style="list-style-type: none"> <li>• Contribute to maintaining a safe and healthy workplace and fostering safe work practices within the broader SLST community.</li> </ul>
<p>Other</p>	<ul style="list-style-type: none"> <li>• Achieve pre-determined goals and agreed work plans within delegation.</li> <li>• Achieve personal development goals.</li> <li>• Assist with other projects and duties as required by management to meet agreed work plans.</li> </ul>

### Skills and Personal Attributes

- Ability to work closely with a diverse range of stakeholders and individuals.
- Appreciation for Surf Life Saving and volunteerism.
- Experience in the not-for-profit sector.
- Strong organisational and time management skills with ability to plan and prioritise workloads to meet deadlines.
- Proactive, demonstrating initiative with sound judgement and problem-solving skills.
- Excellent verbal and written communication skills with a high level of attention to detail.
- Strong administration skills, including report writing and policy/procedure interpretation.
- Ability to work weekends/evenings and travel intra/interstate as required.

### Competencies

#### Essential:

- Current Driver's License.
- Registration to Work with Vulnerable People (Employment category).

#### Desirable:

- A Certificate IV in Training & Assessment (or equivalent experience) or ability to attain in the foreseeable future.
- First Aid Certificate
- Surf Life Saving experience, or another volunteer organisation.
- Qualifications in business administration and/or leadership

### Selection Criteria

- **Relationship Building:** Ability to establish and maintain positive working relationships with a variety of stakeholders to achieve shared objectives.
- **Program Development:** experience in researching, developing, and coordinating programs or initiatives that address specific needs.
- **Effective Communication:** strong verbal and written communication skills, with the ability to adapt your communication style to different audiences.
- **Organisation and Administration:** skills in report writing, resource coordination, and maintaining accurate records and documentation.
- **Independent and Team Player:** ability to work independently as well as part of a flexible team environment to deliver agreed work plans.
- **Initiative and Problem-Solving:** ability to take initiative, identify areas for improvement and resolve issues efficiently.