

**Position Title: Coordinator – Community Programs**

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| 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 Community Programs is responsible for developing and coordinating 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>- Deliver effective water safety programs and activities for our local communities, high-risk groups and locations.</li><li>- Develop engagement and education programs and tools that can be utilised by our clubs/units.</li><li>- Champion and implement communications systems and technology that support our mission to save lives and build stronger communities.</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:   | Casual employees   |
| Employment Category:       | Part-time  |
| Flexible arrangements:     | 38hrs per fortnight, days to be negotiated   |
| Employment conditions:     | Sporting Organisations Awards 2020   |
| Employment classification: | Clerical and Administrative Staff, Grade 5 / 6 (subject to skills and experience)  |

**Key Responsibilities**

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| <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>Community Program Coordination</p>     | <ul style="list-style-type: none"> <li>• Research, develop, and coordinate education and engagement programs to address identified community needs.</li> <li>• Coordinate and deliver agreed community programs, such as Beach to Bush, Surf Survival, and multicultural programs.</li> <li>• Co-ordinate the resources required by staff/ Clubs/ Units to deliver agreed community programs.</li> <li>• Provide support and resources to staff / Clubs/Units in the implementation of SLST’s strategies to engage the community and save lives.</li> </ul>  |
| <p>Program 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 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:

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

## Selection Criteria

- **Relationship Building:** the ability to establish and maintain positive working relationships with a variety of stakeholders to support community programs.
- **Program Development:** experience in researching, developing, and coordinating programs or initiatives that meet identified needs.
- **Effective Communication:** strong verbal and written communication skills, with the ability to convey information clearly and effectively to different audiences.
- **Organisational and Administration:** Excellent time management, with proficiency in administrative tasks, including report writing and maintaining accurate records.
- **Initiative and Problem-Solving:** ability to take initiative, identify areas for improvement and resolve issues independently and as part of a team.

## Guidance for Applicants

To assist the selection panel in evaluating your suitability for the role, please address the following in your application:

1. **Relationship Management and Collaboration:**

- Provide specific examples of how you have established and maintained relationships with diverse stakeholders to achieve shared goals.

2. **Program Development and Coordination:**

- Detail your experience in researching and developing programs, highlighting any specific programs you have coordinated and the outcomes achieved.

3. **Effective Communication:**

- Share examples of your verbal and written communication skills in action, including how you adapt your communication style to suit different audiences.

4. **Organisational and Administrative Skills:**

- Describe your approach to managing multiple tasks and meeting deadlines, providing examples of your organisational and administrative skills in a professional setting.

5. **Initiative and Problem-Solving:**

- Provide examples of situations where you have identified issues or areas for improvement and how you addressed them, including the impact of your actions on the program or organisation.