

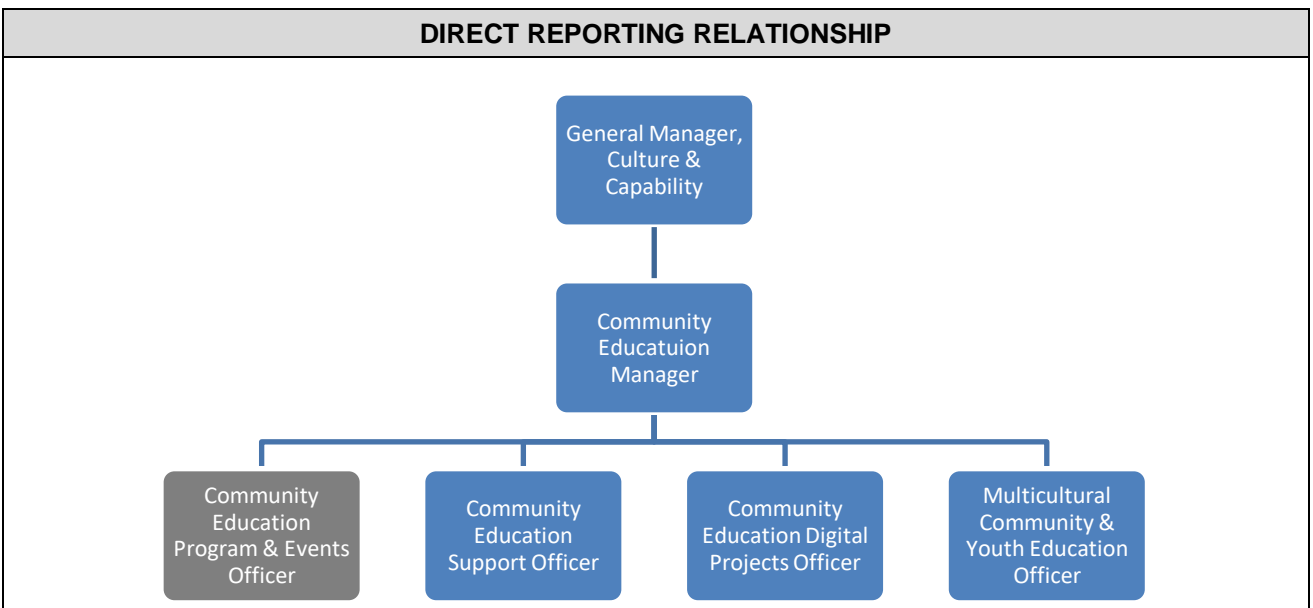


# Position Description

Position	Work Location	Position Description Completed
Community Education Project & Events Officer	Belrose NSW or as specified	October 2024
Reports To:	Direct Reports:	Department
Community Education Manager	NA	Community Education

**PURPOSE STATEMENT**

The Community Education Team at Surf Life Saving NSW is delivering an exciting program of work to address drowning in at-risk populations, specifically multicultural communities and rock fishers. The Community Education Project & Events Officer plays a vital role in supporting the delivery of programs and events across New South Wales, working closely with the broader Community Education team to achieve these goals.



SELECTION CRITERIA	
Essential	Desirable
<ul style="list-style-type: none"> <li>Ability to connect, maintain and develop strong relationships with stakeholders</li> <li>Event, project, and/or program delivery experience with strong organisational skills</li> <li>Ability to multitask and meet strict deadlines</li> <li>Strong communication, and interpersonal skills</li> <li>Demonstrated ability to work as part of a team</li> <li>Proven reliability and punctuality</li> <li>Personal attributes of flexibility, positivity, energy, and self-motivation</li> <li>Sound administration, accuracy, attention to detail and time management skills</li> <li>Intermediate PC Skills (Word, PowerPoint)</li> <li>Working with Children's Check verification number (employment, not volunteer).</li> </ul>	<ul style="list-style-type: none"> <li>Experience and/or confidence in presenting to audiences</li> <li>Experience coordinating small groups of casual staff or volunteers</li> <li>Qualification or experience in education, communication, or other relevant discipline</li> <li>Experience working with culturally and linguistically diverse communities (CALD) communities</li> <li>Experience with SLSNSW clubs and branches, councils and/or multicultural organisations</li> <li>Experience with event management.</li> </ul>

<b>KEY RESPONSIBILITIES</b>	
<b>Outcomes</b>	<b>Key Activities</b>
KRA1: Event Planning & Delivery Support	<ul style="list-style-type: none"> <li>• Organises the delivery of events and programs associated with the Rock Fishing Safety Project, including:               <ul style="list-style-type: none"> <li>○ Programs aimed at schools, early childhood and multicultural communities</li> </ul> </li> <li>• Large events across the New South Wales coastline and in community.</li> </ul>
KRA 2: Administrative tasks	<ul style="list-style-type: none"> <li>• Plans, resources, reports and evaluates individual components of the Rock Fishing Safety Project.</li> <li>• Communicates and coordinates with several key stakeholders.</li> <li>• Works closely with the Community Education team to achieve goals.</li> </ul>
KRA 3: Program Delivery	<ul style="list-style-type: none"> <li>• Presents to community groups within community as needed.</li> <li>• Ensures that sufficient equipment and resources are available for each program, liaising with manager regarding any shortfalls in the quality or quantity of resources/equipment.</li> <li>• Conducts a program briefing with program staff (as appropriate) at the start of each program.</li> <li>• Takes responsibility for the delivery of programs and events, ensuring that the activities delivered, and outcomes achieved reflect the program objectives.</li> <li>• Acts on any feedback received during the program in an appropriate and professional manner.</li> <li>• Ensures the distribution and collection of program evaluation forms following the delivery of the program, providing completed evaluation forms to the Community Education Manager.</li> <li>• Supports the inclusion of people who are from culturally and linguistically diverse backgrounds and those with disability.</li> <li>• Communicates effectively with participants, community groups, stakeholders and fellow staff before, during and after the program and actively encourages their involvement in the activities where appropriate.</li> <li>• Ensures equipment is used appropriately.</li> <li>• Conducts a debrief at the end of the program, noting any feedback received from program staff and passing this to the Community Education Manager.</li> <li>• Collects equipment at the end of the program and ensures that it is in a fit-for-purpose state for use in the next practical program.</li> <li>• Adheres to the relevant SLSNSW policies and procedures that relate to SLSNSW Community Education programs.</li> <li>• Represents SLSNSW in a professional manner while undertaking work on SLSNSW Community Education Programs.</li> <li>• Refer all media enquiries to the Community Education Manager or the SLSNSW Media and Communications team.</li> <li>• Assists the Community Education Manager with any other reasonable tasks as required.</li> </ul>

<b>CORE RESPONSIBILITIES (ALL STAFF)</b>	
<b>Accountabilities</b>	<b>Key Performance Indicators (KPI's)</b>
Work Health and Safety	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Demonstrates duty of care, considers own safety and the safety of others while at work.</li> <li>• Reasonably complies with WHS guidelines and procedures, using protective clothing or equipment provided at all required times.</li> </ul>

	<ul style="list-style-type: none"> <li>• Is fully aware of SLSNSW's safety procedures and expectations, and actively participates and contributes.</li> <li>• Participates in the ongoing improvement of the SLSNSW WHS policy and visibly and constantly supports its implementation.</li> <li>• 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.</li> </ul>
Organisational Culture	<ul style="list-style-type: none"> <li>• Promotes and encourages personal growth and effective communication.</li> <li>• Understands and supports policies and procedures of the organisation as defined in the Employee Handbook.</li> <li>• Continually contributes to and supports volunteers &amp; staff, including Directors, Branches, Clubs &amp; Members</li> </ul>
Leadership/Teamwork	<ul style="list-style-type: none"> <li>• Supports the decisions of SLSNSW Board of Directors and SLSNSW Management</li> <li>• Displays willingness to assist others, shares knowledge openly, cooperates and supports the department.</li> <li>• Receptive and open to feedback</li> <li>• Maintains a positive and constructive attitude that promotes confidence in those around them.</li> <li>• Contributes to staff meetings and promotes the exchange of information throughout the organisation.</li> <li>• Regularly meets with Manager to discuss performance, plans and current issues</li> </ul>
Continuous Improvement	<ul style="list-style-type: none"> <li>• Exercises initiative in making improvements to work processes and outcomes.</li> <li>• Always searches for better ways and strives for best practice.</li> <li>• Embraces and adapts to change</li> </ul>

### WORKING RELATIONSHIPS

Internal: This role works closely with all SLSNSW Community Education staff, water safety personnel.

External: This role will work closely with CALD community contacts, Refugee and migrant communities, various stakeholders and will act as role model for SLSNSW.

### APPROVAL

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation

Community Education Manager \_\_\_\_\_ Date \_\_\_\_\_

General Manager: Culture & Capability \_\_\_\_\_ 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 \_\_\_\_\_