

POSITION DESCRIPTION

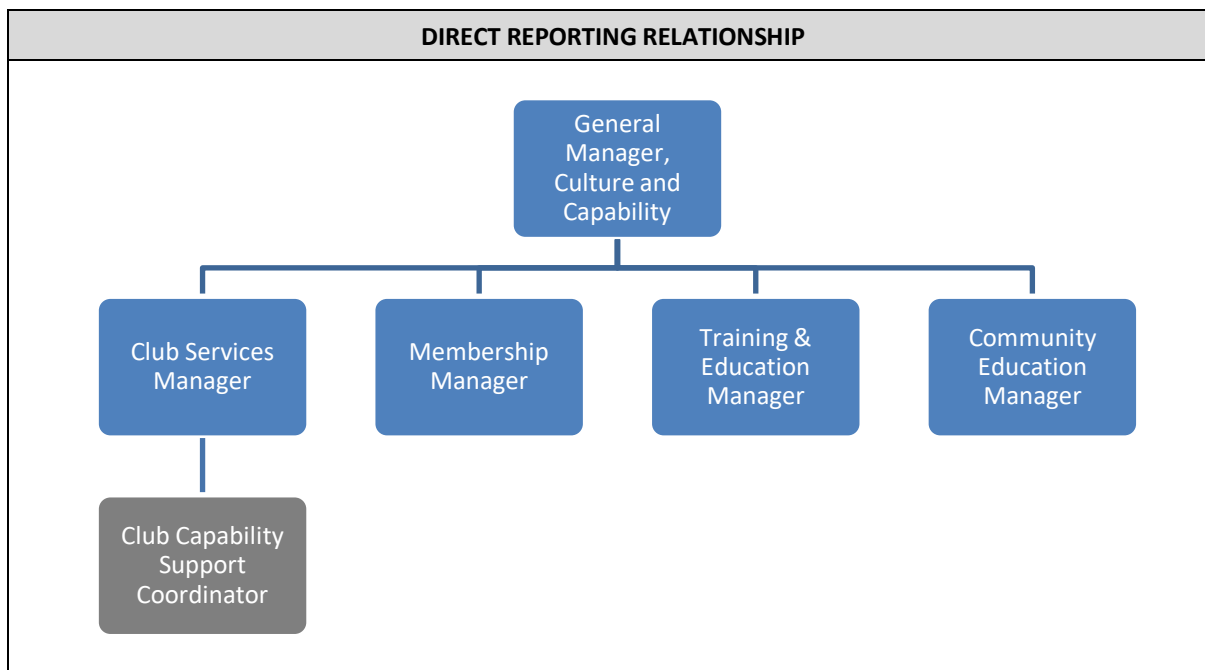
POSITION	WORK LOCATION	POSITION DESCRIPTION COMPLETED
Club Capability Support Coordinator	Hybrid (minimum 3 days per week in Belrose office and/or Branch Offices/Surf Life Saving Clubs)	February 2025
REPORTS TO:	DIRECT REPORTS:	DEPARTMENT
Club Services Manager	N/A	Culture and Capability

PURPOSE STATEMENT

To provide capability support to identified priority clubs within Surf Life Saving NSW. This role will work with clubs and branches to develop and implement action plans to increase patrolling strength and maximise existing capability.

SELECTION CRITERIA

Essential	Desirable
<ul style="list-style-type: none"> • Excellent verbal, written and interpersonal communication skills, with the ability to influence and motivate others. • Excellent presentation skills • Proven data analytics skill to report on and identify trends, insights and areas of focus. • Experience in project coordination, including project planning and delivery. • Strong analytical and problem-solving skills, with a focus on finding practical solutions. • Excellent attention to detail and ability to prioritise tasks, meet deadlines and multitask. • Ability to handle resistance and navigate through challenges, remaining positive and focused on achieving objectives. • Ability to work effectively as part of a team, collaborating with colleagues and stakeholders to achieve collective success. • Demonstrated commitment to going above and beyond, with a proactive and dedicated approach to work. • Sound computer skills particularly Microsoft Word, PowerPoint, Excel and Outlook. • Flexible attitude to work, including evening and/or weekend work. • Willingness to undertake frequent travel within NSW including overnight stays. • Current drivers licence 	<ul style="list-style-type: none"> • Surf Life Saving knowledge and experience particularly in relation to the volunteer journey within the organisation. • Experience in tailoring and delivering volunteer/membership recruitment and retention campaigns to diverse audiences. • An understanding of training and education, coordinating training requirements and resourcing training delivery. • An understanding of membership organisations and the volunteer life cycle.



KEY ROLE RESPONSIBILITIES	
Responsibility	Description of Responsibilities
Action plan development and implementation	<ul style="list-style-type: none"> • Work closely with identified priority clubs within Surf Life Saving NSW to understand their current patrolling strength and capability. • Develop and implement tailored action plans in collaboration with priority clubs and branches to increase patrolling strength and maximize existing capability. • Provide ongoing support and guidance to clubs in the execution of the action plans, including assisting with the planning and coordination of training and development initiatives. • Support priority clubs with adherence to operational requirements, guidelines, and timelines to achieve organisational objectives.
Program monitoring and evaluation	<ul style="list-style-type: none"> • Monitor and evaluate the effectiveness of implemented action plans and make adjustments as necessary to achieve desired outcomes. • Work closely with the Club Services and Membership Managers to contribute to the development of best practices to enhance overall patrolling capability within priority clubs. • Regularly report on the progress and outcomes of action plans and make observations and recommendations to SLSNSW's management team regarding challenges and opportunities.
Stakeholder Engagement	<ul style="list-style-type: none"> • Foster strong relationships with club and branch leadership and members to ensure effective communication and collaboration. • Act as a liaison between Surf Life Saving NSW and priority clubs to ensure alignment of goals and objectives.

	<ul style="list-style-type: none">• Collaborate with other stakeholders within Surf Life Saving NSW to leverage resources and expertise in supporting priority clubs.• Foster relationships with local external stakeholders to support the achievement of club action plans (e.g. local sporting/community organisations, schools and education institutions, media outlets).• Work collaboratively with staff in other areas of the organisation to ensure the key priorities within priority clubs are addressed (including membership, training and education, lifesaving, and support operations team members).• Always represent SLSNSW in a professional manner.
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CORE ACCOUNTABILITIES (ALL EMPLOYEES)	
Accountabilities	Key Performance Indicators (KPI's)
Work Health and Safety	<ul style="list-style-type: none"> • 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 Employment Opportunity (EEO), Anti-Discrimination, Anti-Bullying and Harassment Policy by treating fellow employees and others fairly and equitably and without discrimination, harassment or bullying.
Organisational Culture	<ul style="list-style-type: none"> • Promotes and encourages personal growth and effective communication • Understands and supports the Code of Conduct, policies and procedures of the organisation • Continually contributes to and supports volunteers & employees, including Directors, Branches, Clubs & Members.
Leadership/Teamwork	<ul style="list-style-type: none"> • 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 team meetings and promotes the exchange of information throughout the organisation • Regularly meets with Manager/ team to discuss performance, plans and current issues.
Continuous Improvement	<ul style="list-style-type: none"> • 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
<p>Internal – SLSNSW Staff; Branch Executives; SLSNSW Clubs and Members.</p> <p>External – Local sporting and community bodies and providers, councils, schools and education institutions, local media outlets.</p>

APPROVAL

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

Chief Operating Officer SLSNSW Date

Chief Executive Officer 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