

POSITION DESCRIPTION FORM

Position Title:	SLSWA Member Development Officer
Location:	7 Delawney St Balcatta, WA 6021
Position Summary:	<p>Working within the Member Development Department at Surf Life Saving Western Australia, the person in this position will;</p> <ul style="list-style-type: none"> - Plan and evaluate health promotion initiatives - Review and research coastal bravery award nominations and prepare for submission to selection committee - Assist with the delivery of nipper (5 – 12 years) programs and nipper sport initiatives - Assist with the delivery of youth (13 – 16 years) programs including leadership camps - Assist with member development initiatives. (All ages)
Subordinate Staff:	Casual Community Program Instructors, Casual Event Staff and Volunteers.
Level:	Level 3 Position
FTE:	1.0 – Permanent Full Time
Work Hours:	<ol style="list-style-type: none"> 1. General work hours are Mon – Fri, 8.30am to 5pm 2. Infrequent midweek after hours work as required from time to time for which the SLSWA Personal Leave Policy will apply 3. Frequent weekend work requirement during Oct – March for which the SLSWA Personal Leave Policy will apply 4. Overnight work requirement in relation to Development and Leadership camps in Dec – Jan for which time in lieu will apply
Reporting To:	Member Development Coordinator
Prepared by:	David Somers
Position:	Member Development Coordinator
Date:	July 2023

Key Deliverables

SLSWA Health Promotion Initiatives

1. Promote the Safety Beach smartphone app and continually seek opportunities for improvement.
2. Assist clubs with the implementation of inclusion initiatives, with a particular focus on CaLD and disability.

Coastal Bravery Award Nominations

1. Receive and review Coastal Bravery Award Nominations.
2. Prepare nominations for presentation to the Coastal Bravery Awards Selection Committee.
3. Act as secretary for Coastal Bravery Awards Selection Committee.
4. Work with SLSWA Marketing Team to prepare Coastal Bravery Awards Ceremony.

Nipper Program (5- 12 years)

1. Coordination of Age Manager certification process including regional workshops and award processing.
2. Assist with program development, resource review, delivery and administration of the SLSWA Nipper Education program.
3. Attendance at select Nipper events (generally October to March each year).

Youth Program (13 – 16 years)

1. Coordination and management of Development Camps held in Margaret River over 4 days in December/January each year.
2. Assist with the development and administration of the Youth Program and Youth Pathways

Member Development Initiatives (17 years and over)

1. Assist with organisation of WA attendance at national leadership initiatives including the National Leadership College and National Masterclass.
2. Assist with the delivery of the SLSWA Member Development Advisor Forum in June and September each year.

Development Centre

1. Receive and review bookings for the South West Development Centre (SWDC).
2. Schedule bookings and get further information for the SWDC Facility Manager.
3. Complete Customer Order at completion of booking so Accounts Department can invoice appropriate club.

Surf Sport

1. Attendance at selected Surf Sports events to assist the Surf Sports Department in the administration and running of the event.

Other duties

1. Provide regular updates to staff and management on projects and outcomes.
2. Other duties as assigned by the Member Development Coordinator.

Selection Criteria	Essential/ Desirable
Experience	
1. Planning, implementation and evaluation of health promotion and/or community education projects	Essential
2. Establishing and maintaining working partnerships with key stakeholders	Desirable
3. Knowledge of Surf Life Saving movement	Desirable
4. Data Analysis	Desirable
5. Coordination and/or participation in member based initiatives	Desirable
Skills	
1. Time management	Essential
2. Analytical and problem solving skills	Essential
3. Leadership and group facilitation skills	Essential
4. Project management	Essential
5. Interpersonal, written and verbal communication skills	Essential
6. Proficiency in the use of MS Office suite	Essential
Qualifications	
1. Tertiary qualification in Health Promotion, Sport, Education or related equivalent (e.g. Public Health, Health Science, Community Development)	Essential
2. Surf Life Saving Awards	Desirable
3. Current 'C' Class drivers license	Essential
4. Current Working With Children & National Volunteer Police Check (required prior to employment confirmation)	Essential
5. Coaching qualification / accreditation	Desirable