

Position Title: Coordinator –Surf Sports

Position Objective:	To support the delivery of Surf Life Saving Tasmania’s (SLST) surf sports development programs by coordinating activities that align with SLST’s strategic goals. This role involves working collaboratively with internal and external stakeholders to build capability, participation, and pathways in surf sports across Tasmania.
Prime Responsibilities:	The Coordinator of 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: - Ensure members have the skills needed to perform their roles, as capable and rescue-ready lifesavers. - Progress opportunities and pathways for members at all levels of surf sports participation, including competitors, coaches and officials. - Grow a welcoming, inclusive, and diverse membership. - Champion and implement systems that support our volunteers in their roles.
About SLST:	Surf Life Saving Tasmania is the peak body for surf lifesaving in Tasmania. We lead the delivery of lifesaving services, education, training, and sport through a network of affiliated clubs and volunteers. Our role includes supporting clubs, members, and the broader community while advocating for water safety and lifesaving at all levels of government.
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.
Reports to:	General Manager
Direct reports:	None
Location:	Based at SLST Head Office, with some remote/flexible work arrangements
Employment Type:	Part-time (15 hours/week)
Award & Classification:	Sporting Organisations Awards 2020 - Clerical and Administrative Staff, Grade 4 / 5 (depending on skills / experience)

Key Responsibilities

Program Coordination	• Coordinate the planning and delivery of programs according to agreed work plans to achieve SLST's strategic objectives. • Coordinate the planning and delivery of surf sports programs, including competitions, development clinics, performance teams, and training for officials and coaches. • Support other member development initiatives such as the State Conference, Hall of Fame, and Awards of Excellence. • Provide agreed administrative support for Surf Sport activities including events, special events, performance teams, skills clinics, and development programs. • Coordinate delivery of relevant Surf Life Saving Australia (SLSA) and SLST programs in Tasmania. • Provide administrative support to the Surf Sports Advisory Committee and relevant working groups.
Relationships & Communication	• Build and maintain collaborative relationships with SLST clubs, members, committees, and external stakeholders. • Ensure consistent and timely communication in line with SLST communications guidelines. • Represent SLST at relevant meetings and events, including some evening and weekend commitments. • Respond to stakeholder enquiries and escalate complex matters as required.
Administration & Reporting	• Monitor participation and training trends; identify development needs and contribute to planning activities. • Develop reports, maintain accurate records, and manage correspondence. • Contribute to budget preparation and work within financial delegations. Identify, troubleshoot, and report key issues, constraints, and areas of improvement to management. • Provide high-quality administrative and customer service support in line with SLST's values.
General & Organisational Support	• Participate in broader organisational projects and cross-functional initiatives as required. • Contribute to a safe and inclusive workplace and support safe practices across all SLST programs. • Attend relevant state and national meetings and events, including potential intra/interstate travel. • Work toward individual development goals and contribute to the SLST team culture.

Skills and Personal Attributes

- Ability to work effectively with a diverse range of people and teams.
- Strong organisational skills with a proactive and flexible approach.
- Excellent communication and interpersonal skills.
- High attention to detail and good problem-solving skills.
- Understanding of or experience in volunteer-based or not-for-profit environments.
- Willingness to work outside standard hours and travel occasionally.

Essential Requirements

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

Desirable

- First Aid qualification
- Experience in Surf Life Saving or a similar volunteer organisation
- Qualifications in sport, community development, administration, or leadership

Selection Criteria

Applicants must address the following criteria in their application. Where possible, provide specific examples that demonstrate your experience, role, and outcomes achieved.

- **Program Coordination and Delivery**
Demonstrated experience in planning, coordinating, and delivering programs or events, preferably in a sport, community, or volunteer-based environment.
- **Relationship Building**
Proven ability to build and maintain effective working relationships with a diverse range of stakeholders, including volunteers, committees, partner organisations, and/or community groups.
- **Communication & Administration**
Strong written and verbal communication skills, including the ability to communicate clearly across diverse audiences.
- **Organisational Skills and Initiative**
Strong time management and problem-solving abilities, with a demonstrated capacity to manage competing priorities, work independently, and contribute to continuous improvement or innovation.