

Surf Life Saving Tasmania

Position Description



Position Title: Coordinator – Club & Lifesaving Support

Position Objective:	To help coordinate and deliver Surf Life Saving Tasmania's (SLST) programs, projects and services by working closely with affiliates, members, staff, and stakeholders. The role contributes to SLST's priorities by supporting the delivery of safe, effective and sustainable lifesaving, rescue and community safety services.
Role Overview:	This role supports a variety of programs, projects and activities that help Surf Life Saving Tasmania achieve its goals. Working closely with affiliates, volunteers, emergency services and other partners, the role helps build capability, support service delivery and strengthen lifesaving and rescue services across Tasmania. As a dynamic organisation, priorities may change over time. Specific priorities, projects and deliverables will be agreed through annual work plans and may evolve to meet organisational and community needs.
Operational Environment:	Surf Life Saving Tasmania (SLST) is the peak body for coastal safety and lifesaving activities in Tasmania. We support affiliates, members and communities through education, training, volunteer patrols, rescue services and emergency management activities. We work closely with emergency services, government and community partners to help keep people safe around the water. SLST affiliates include Surf Life Saving Clubs, Volunteer Marine Rescue units, organisational support services and other affiliated organisations that contribute to our mission.
Organisational Culture:	SLST is a small and supportive organisation where teamwork, collaboration and flexibility are highly valued. We encourage staff to take initiative, share knowledge, continue to develop their skills and support one another to achieve our goals. We value diversity, inclusion and respect, and are committed to providing a positive workplace where people can contribute, grow and thrive. SLST is an Equal Opportunity Employer and is committed to safeguarding children and young people.
Reports to:	Manager – Lifesaving Services, General Manager
Staff under supervision:	Nil
Employment Category:	Fulltime (Part-time negotiable)
Employment conditions:	Sporting Organisations Awards 2020, Clerical and Administrative (Grade subject to skills and experience)
Location:	Hobart

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This Position Description outlines the broad responsibilities and expectations of the role. Specific projects, programs, priorities and performance objectives will be agreed annually through a work plan and may change over time to meet organisational needs.

Key Responsibilities

Affiliate and Member Support	• Build and maintain positive relationships with affiliates, members, stakeholders. • Support affiliates to strengthen lifesaving capability, operational readiness and service delivery. • Identify support needs, opportunities and areas for improvement through engagement with affiliates and members. • Provide clear, timely, professional support, escalating matters when required. • Promote positive member experiences and contribute to a welcoming, inclusive and volunteer-focused culture.
Lifesaving Operations and Service Support	• Support the coordination and delivery of lifesaving, rescue and water safety services, activities and programs. • Assist affiliates to meet service, operations and reporting standards & requirements. • Support the maintenance and readiness of lifesaving and rescue equipment, systems and resources. • Contribute to development and review of operational procedures, resources and processes. • Support community safety initiatives and projects that strengthen lifesaving outcomes.
Program, Project and Training Coordination	• Coordinate and support the delivery of programs, projects and initiatives aligned with organisational priorities. • Support training activities, capability development and volunteer pathways. • Coordinate resources, logistics and stakeholder engagement activities to achieve agreed outcomes. • Monitor progress, identify issues and contribute to continuous improvement. • Support the implementation of operational systems, technology and practices.
Administration, Systems and Reporting	• Support affiliates and members with operational systems, reporting platforms, and communication tools • Maintain accurate records, documentation and information systems. • Prepare reports, correspondence and briefings to support decision-making and organisational priorities. • Coordinate activities within approved budgets and delegations. • Analyse information and identify trends, risks and opportunities for improvement.
Governance and Stakeholder Engagement	• Provide administrative and operational support to committees, working groups and State Officers. • Coordinate meetings, workshops and engagement activities as required. • Prepare agendas, reports, and follow-up activities for committees and meetings. • Build and maintain effective relationships with emergency services, government agencies and community partners. • Represent SLST at relevant meetings and forums as required.
Workplace Health, Safety and Wellbeing	• Contribute to a safe and healthy workplace • Promote safe work practices and support compliance with relevant legislation, policies and procedures. • Take reasonable care for personal safety and the safety of others.
Other Responsibilities	• Deliver agreed work plans and performance objectives. • Participate in professional development activities. • Work flexible hours, including evenings, weekends and travel when required. • Undertake additional duties consistent with skill level as directed by management.

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Skills and Personal Attributes

- Strong stakeholder engagement and relationship-building skills.
- Excellent communication and interpersonal skills.
- Ability to coordinate programs, projects and activities involving multiple stakeholders.
- Strong organisational skills, with the ability to manage competing priorities and deliver outcomes.
- High attention to detail, accuracy and quality of work.
- Sound judgement, initiative and problem-solving capability.
- Collaborative, adaptable and willing to learn in a dynamic environment.
- Ability to work independently while contributing positively to a team.
- Commitment to volunteerism, community service and the values of Surf Life Saving.

Competencies

Essential:

- Current Driver's License.
- Current Registration to Work with Vulnerable People
- Proficiency in Microsoft Office applications (or equivalent) and workplace systems

Desirable:

- Provide First Aid (HLTAID011), or willingness to attain
- SLS Bronze Medallion or similar SLS qualifications, or willingness to attain
- Experience in Surf Life Saving, Emergency Services or a similar volunteer-based organisation.

Selection Criteria

Stakeholder Engagement and Communication

Demonstrated ability to build productive relationships and communicate effectively with a diverse range of stakeholders, including volunteers, committees, partner organisations and community groups.

Program and Operational Support

Demonstrated experience supporting operational services, programs or activities, with an understanding of safe service delivery and continuous improvement.

Coordination and Organisational Skills:

Strong administrative capability, and demonstrated ability to coordinate resources, activities and priorities while managing competing demands and delivering agreed outcomes.

Administration and Systems

Strong administrative capability, including record keeping, reporting, scheduling, documentation and use of workplace systems.

Collaboration and Teamwork

Ability to work effectively both independently and within a collaborative team environment to support organisational outcomes.

Initiative and Problem-Solving

Demonstrated ability to identify issues, adapt to changing priorities and contribute practical solutions and improvements.