

Coordinator – Community Programs

Position Objective: To coordinate and support Surf Life Saving Tasmania's (SLST's) community safety, education and engagement programs, helping Tasmanians and visitors enjoy aquatic environments safely through effective partnerships, community awareness and targeted prevention initiatives.

Role Overview: This role supports the development, coordination and delivery of community programs that contribute to SLST's strategic priorities and community safety objectives. Working with stakeholders, the role helps build water safety awareness to strengthen the community's capability to participate in safe aquatic activities.

As a dynamic organisation, priorities may change over time. Specific projects, programs 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 Tasmania's peak body for coastal safety, lifesaving and water safety education. We support affiliates, members and communities through education, training, volunteer services, emergency management activities and community safety initiatives.

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.

Location: Hobart
Reports to: General Manager
Staff under supervision: Casual employees, contractors (where applicable)

Employment Category: Part-Time or Full-Time by negotiation

Hours: Minimum 19hrs per week, days to be negotiated

- The position may be offered on either a part-time or full-time basis, depending on the successful applicant's skills, experience and availability.
- For a full-time appointment, additional responsibilities may include delivery of community education programs, workshops and engagement activities.

Employment conditions: Sporting Organisations Awards 2020

Employment classification: Clerical and Administrative Staff, (Grade subject to skills and experience)

Key Responsibilities

Community Programs, Education & Engagement
- Coordinate and support community safety, education and engagement programs that improve water safety awareness and community capability. - Support the development, delivery and evaluation of water safety programs for schools, community groups and priority audiences. - Develop and maintain educational resources, program materials and engagement tools that support affiliates, members and community organisations. - Support water safety campaigns, awareness initiatives and community engagement activities. - Identify emerging community safety needs and opportunities for new or improved programs
Program Coordination, Administration & Reporting
- Coordinate the planning, logistics, scheduling and delivery of programs, workshops, events and engagement activities. - Build and maintain positive relationships with affiliates, schools, community groups, government agencies and other stakeholders. - Provide professional, responsive and customer-focused support to stakeholders. - Monitor participation, outcomes and program effectiveness and contribute to continuous improvement initiatives. - Maintain accurate records, reports and program documentation. - Prepare reports, correspondence, promotional materials and briefing papers. - Support grant reporting, acquittals and other stakeholder reporting requirements. - Coordinate activities within approved budgets and delegated authority. - Analyse information and identify trends, opportunities and areas for improvement
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. - Represent SLST at meetings, events and forums as required. - Undertake additional duties consistent with skill level as directed by management.

Skills and Personal Attributes

- Strong relationship-building skills, ability to engage confidently with schools, community groups and stakeholders.
- Confident presenter and facilitator, comfortable delivering programs and workshops
- Excellent verbal and written communication skills, with ability to tailor messages for different audiences.
- Strong organisational skills and the ability to manage competing priorities and deadlines.
- Experience preparing reports, resources and administrative documentation.
- High attention to detail, accuracy and quality of work.
- Sound judgement, initiative and problem-solving capability.
- Collaborative, adaptable and committed to continuous learning.
- Ability to work independently while contributing positively to a small team.
- A genuine interest in community safety, education and the values of Surf Life Saving

Competencies

Essential:

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

Desirable:

- Provide First Aid (HLTAID011) or willingness to obtain.
- Experience delivering community education, engagement or development programs.
- A Certificate IV in Training & Assessment (or equivalent experience) or ability to attain.
- Experience working within not-for-profit, volunteer-based or community organisations.
- Knowledge of Surf Life Saving programs and activities.

Selection Criteria

Stakeholder Engagement and Communication

Demonstrated ability to build positive relationships and communicate effectively with a range of stakeholders, including schools, community groups, volunteers, government agencies and partner organisations.

Program Development and Coordination

Experience developing, coordinating or delivering community education, engagement or safety programs, including working with diverse or priority audiences.

Planning, Administration and Reporting

Strong organisational and administrative skills, including planning, reporting, record keeping, reporting and coordinating resources and activities.

Collaboration and Teamwork

Ability to work effectively both independently and within a collaborative team.

Initiative and Continuous Improvement

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

Guidance for Applicants

To assist the selection panel in assessing your application, please provide examples demonstrating your experience and capability in relation to the selection criteria.

Applications should include:

- Current CV
- Cover letter (maximum two pages) outlining your interest in the position and addressing the selection criteria.

We encourage interested applicants to apply as soon as possible. Applications will be reviewed as they are received, and interviews may commence prior to the closing date. Surf Life Saving Tasmania reserves the right to close the recruitment process early if a suitable candidate is identified.