

Position Description

Position Title: Administration Officer - Member Education

Position Objective: To provide administrative and coordination support for Surf Life Saving Tasmania's (SLST) member education and lifesaving services, helping ensure courses, programs, and administrative tasks are delivered efficiently.

Role Overview: The role supports the day-to-day administration of SLST's member education and lifesaving portfolio. The role works closely with the staff and volunteers to support effective delivery and administration of member education activities. Key responsibilities include maintaining records, documentation and relevant systems; supporting reporting requirements; responding to enquiries from members, and affiliates, coordinating programs and managing registrations.

Operational Environment: Surf Life Saving Tasmania is the peak body for coastal safety and lifesaving activities in Tasmania. We support affiliates, members and communities through education and training, volunteer patrols, rescue services, emergency management and community safety initiatives. 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

Staff under supervision: Nil

Employment Category: Part-Time (38 hours per fortnight)

Employment conditions: Sporting Organisations Awards 2020, Clerical and Administrative (Grade 4-6, subject to skills and experience)

Location: Hobart, with flexible work options available by negotiation

Position Description

Key Responsibilities

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.

Member Education & Course Coordination	• Coordinate the administration and logistics of member education courses, programs and assessments. • Manage course registrations, communication, resources and associated documentation including training records. • Provide administrative support to Delegates, Trainers, Assessors and Facilitators to assist the effective delivery of member education programs. • Support compliance with SLST, SLSA and Registered Training Organisation requirements. • Monitor participation, training needs and other relevant information • Assist with the development, distribution and maintenance of training resources, information and guidance for affiliates and members.
Lifesaving Services	• Provide administrative and coordination support for SLST lifesaving, rescue and member service activities. • Assist affiliates and members with systems, processes, reporting requirements and general enquiries. • Support the preparation and distribution of communications, resources and documentation.
Administration & Support	• Provide timely, professional and practical support to affiliates, members, volunteers and other stakeholders. • Maintain accurate records, databases, registers and information systems relevant to the role. • Prepare correspondence, reports, meeting papers and other documentation. • Coordinate schedules, bookings, travel, catering, venues, resources and logistics for courses, meetings and activities. • Provide administrative support to relevant committees, including agendas, minutes and action lists.
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 interstate and intrastate, when required. • Undertake additional duties consistent with skill level as directed by management.

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, and 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 Licence
- Current Registration to Work with Vulnerable People – Employment
- Proficiency in Microsoft Office applications, or equivalent

Desirable:

- Experience working with volunteers, community organisations or not-for-profit sector.
- Experience coordinating training, programs, events or similar activities.

Selection Criteria

Applicants should address each selection criteria and provide examples that demonstrate their experience and outcomes

Administration, Coordination & Organisation

Demonstrated ability to coordinate activities, manage competing priorities and maintain effective administrative systems. This includes experience organising courses, meetings, events, programs or similar activities, while meeting deadlines and maintaining accurate records and documentation.

Communication and Member Support

Demonstrated ability to communicate clearly, professionally and respectfully with a diverse range of stakeholders, and provide responsive support in a member-focused, volunteer-based or customer service environment.

Systems, Compliance and Attention to Detail

Demonstrated ability to maintain accurate records and utilise workplace systems effectively, with a high level of attention to detail and an understanding of the importance of compliance, reporting requirements and data integrity.

Planning, Problem Solving & Initiative

Demonstrated ability to identify issues, exercise sound judgement, adapt to changing priorities and contribute practical solutions and improvements within a dynamic environment.

Teamwork & Organisational Contribution

Demonstrated ability to work effectively both independently and collaboratively, contribute positively to team objectives and support a flexible, high-performing workplace culture.