

Position Title: Coordinator – Surf Sports

Position Objective:	This role coordinates and supports Surf Life Saving Tasmania’s surf sports participation initiatives, programs, and activities, helping clubs and members access opportunities that encourage involvement, development and ongoing participation in surf sports.
Role Overview:	This role supports the planning, coordination and delivery of surf sport activities across Tasmania. Working closely with clubs, volunteers, committees and other stakeholders, the Coordinator supports development opportunities, promotes participation, and builds the capability of coaches, officials and other volunteers. The role combines program coordination, club and member support, committee support and administration. While representative teams and athlete development form part of the portfolio, the primary focus is participation pathways and volunteer development.
About SLST:	Surf Life Saving Tasmania (SLST) is the peak body for coastal safety and surf lifesaving activities in Tasmania. We support affiliates, members and communities through education, training, volunteer patrols, rescue services, surf sports, and community programs. We work closely with clubs, government agencies, emergency services, schools, community organisations and national Surf Life Saving bodies to build safer communities and strengthen volunteer participation across Tasmania. SLST affiliates include Surf Life Saving Clubs, Volunteer Marine Rescue units 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:	General Manager
Staff under supervision:	Nil
Location:	Hobart, with remote/flexible work arrangements negotiable
Employment Type:	Part-time (38hrs fortnight)
Award & Classification:	Sporting Organisations Awards 2020 - Clerical and Administrative Staff, Grade 4-5 (depending on skills and experience)

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

Program Coordination & Development	• Coordinate the planning and delivery of surf sports programs, activities and participation initiatives in accordance with agreed work plans. • Work with clubs and volunteers to support local surf sports activities and identify participation and development needs. • Provide administrative and coordination support for Surf Sport activities including development clinics, performance teams and relevant state and national programs • Support competitions and events that provide positive, inclusive and well-organised experiences for members and volunteers. • Contribute to opportunities that support participation and development pathways for members, coaches, officials and other volunteers. • Monitor participation trends and identify opportunities to strengthen surf sports development across Tasmania.
Club and Member Support	• Provide timely and professional support to clubs, members, and stakeholders • Assist members and clubs to access opportunities, resources and information. • Support clubs to build capability and provide welcoming, inclusive and sustainable surf sports activities. • Respond to enquiries and escalate complex matters as required.
Committee & Governance Support	• Provide administrative support to the Surf Sports Advisory Committee and relevant state officer/s. • Coordinate meetings, logistics, agendas, papers, minutes and follow-up actions as required. • Support governance and reporting requirements relevant to surf sports activities.
Relationships & Communication	• Build and maintain collaborative relationships with clubs, members, committees, and external stakeholders. • Coordinate clear, timely and consistent communications relating to surf sports programs, opportunities and events. • Engage with stakeholders to understand needs, share information and support agreed outcomes. • Represent SLST at meetings, events and forums as required.
Administration, Systems & Reporting	• Develop reports, maintain accurate records, correspondence and program documentation. • Coordinate program logistics, schedules, resources and other administrative requirements. • Identify and report issues, risks, trends and opportunities for improvement. • Contribute to budget preparation and work within financial delegations. • Utilise organisational systems and technology effectively.
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 broader organisational projects and initiatives as required. • Work flexible hours, including evenings, weekends and intra/interstate travel when required. • Undertake additional duties consistent with skill level as directed by management.

Skills and Personal Attributes

- Strong organisational and coordination skills with the ability to manage multiple priorities.
- Clear and engaging written and verbal communication skills.
- Ability to build positive relationships with a diverse range of members and stakeholders.
- High attention to detail and commitment to delivering quality outcomes.
- Initiative, adaptability and a practical approach to problem solving.
- Ability to work independently while contributing positively to a small, collaborative team.
- Strong customer service and volunteer support mindset.
- Confidence using workplace systems, technology and digital platforms.
- Understanding of, or commitment to, volunteer-based and community-focused organisations.
- Commitment to the values and mission 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:

- Qualifications or experience in sport, recreation, community development, administration, or related disciplines
- Experience in Surf Life Saving

Selection Criteria

Please address each criterion and provide examples demonstrating your experience, and outcomes.

- **Program Coordination and Delivery**
Demonstrated experience in planning, coordinating, and delivering programs, projects or activities – including managing logistics, stakeholders and competing priorities.
- **Relationship Building**
Proven ability to build and maintain positive and productive relationships with a diverse range of stakeholders, including volunteers, committees, partner organisations, and other stakeholders.
- **Communication**
Demonstrated ability to communicate effectively, and provide professional, responsive and member-focused support, including preparing communications, reports, resources or other documentation.
- **Administration**
Strong organisational and administrative capability, including planning activities, maintaining accurate records, using workplace systems, and reporting.
- **Initiative, Problem Solving & Team Contribution**
Demonstrated ability to work independently and collaboratively, exercise sound judgement, identify opportunities for improvement and contribute positively to organisational objectives and culture.