



MINNIE WATER-WOOLI SURF LIFESAVING CLUB INC.

Executive Positions

Key Responsibilities of Minnie Water-Wooli Surf Life Saving Club

- **Accountability:** Our club is committed to ensuring that we meet all our obligations, manage our finances responsibly, and operate with full transparency. This includes regular financial reporting, audits, and open communication with our members and stakeholders to maintain trust and credibility.
- **Advocacy:** We actively represent the interests of our club to the community, our members, and other stakeholders. Through advocacy, we aim to raise awareness of our mission, promote the importance of surf lifesaving, and strengthen our community ties.
- **Compliance:** We ensure that our operations adhere to our Constitution and all relevant laws. Compliance is crucial across all areas, from our core lifesaving services and training programs to administrative functions and governance.
- **Resourcing:** Securing funding and other resources is vital to support our club's work. We pursue grants, sponsorships, fundraising initiatives, and community support to ensure we have the necessary resources to fulfill our mission and sustain our operations.
- **Strategy:** We are in the process of setting long-term goals and strategic plans to guide our club's direction. This effort includes aligning our activities with our charitable purpose, adapting to emerging challenges, and continuously improving our services to benefit our members and the wider community.

Our commitment to SLSNSW:

Our club is dedicated to the mission of Surf Life Saving New South Wales (SLSNSW), which is to save lives, create great Australians, and help build better communities within NSW. We provide vital lifesaving services to the public visiting our beaches and, when called upon, respond to incidents in collaboration with police and other emergency services.

In alignment with SLSNSW, our club offers aquatic rescue, emergency care, vocational education, and beach management training to our members. We also can engage in community education programs, surf sports, junior development programs, and provide facilities for community use.

Our role extends beyond lifesaving services; we support SLSNSW by offering our equipment and facilities for professional lifeguard services and providing water safety at various events. The feedback and contributions from our members help shape the future of Surf Life Saving, advancing our movement on both national and global stages.

Compliance with ACNC:

As a registered entity with the Australian Charities and Not-for-profits Commission (ACNC), we are committed to transparency, accountability, and fulfilling our charitable purposes. Our compliance with ACNC regulations ensures we maintain the trust of our members, donors, and the wider community.



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Position	Location	Position Description Completed
Director of Education (Chief Training Officer)	Minnie Water-Wooli Surf Life Saving Club	01 JULY 2024
SLS Branch Authority		SLSNSW Authority
Branch Director of Education		SLSNSW Training and Education Manager
PURPOSE STATEMENT		
Chief Training Officers lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club.		
ROLE & RESPONSIBILITIES		
All Education Officers will: - Analyse skill mix throughout club and develop training solutions where needed - Arrange assessments through the Branch as required - Assess, develop, and coordinate delivery of training solutions to meet the Club's Beach Management Plan and service quality issues - Assist in development of youth within the Club. - Coordinate all instruction squads, their trainer and the resources - Develop training solutions for new resource implementation - Ensure all training sessions are efficient - Ensure re-qualifications of awards and certificates are completed and recorded by required date - Lead and develop a team of trainers and assessors who will develop personnel to meet the operational needs of the Club - Participate as a member of the Club Management Committee - Positively support the policies, culture, operation and management of the Club and SLSC - Submit reports to the Club Executive Committee		
ROLE ENTRY REQUIREMENTS		
- Be a current, financial member of SLSNSW Club or service. - Relevant minimum qualifications outlined in current SLSNSW Education Standard Operating Procedures.		
KEY CHALLENGES IN THE ROLE		
- Engaging with and educating fellow members who may be resistant to new SLSNSW and SLSNSW Branch processes - Managing professional relationships with SLS members and staff within the SLS training and education pathway - Adhering to relevant compliance requirements - Planning and prioritising to pro-actively manage competing deadlines - Working with the Club President and Club Captain to forecast and plan to fill any potential skill gaps - Succession planning		



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CHIEF TRAINING OFFICER SELECTION CRITERIA	
ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
• Ability to manage own workload, consistently adhering to SLSNSW protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work within a team and delegate tasks appropriately to meet deadlines • Advanced communication skills • High problem-solving ability: analysing available information and choosing the optimal solution	• Knowledge of training and education related policies, guidelines and procedures available • Self-awareness in relation to their level of competency and any limitations. • Understanding of reporting requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations. • Understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government funded programs.
PREFERRED QUALIFICATIONS OR EXPERIENCE	
• Certificate IV or Diploma in Training and Assessment • Tertiary qualification in Adult Education, Management or Business. • HR/WHS • Working with children check	• Experience in managing and leading a team of professionals, in an RTO or tertiary education environment, in pursuit of excellence in service quality and delivery • Trainer or Assessor
PERSONAL CHARACTERISTICS	
• Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills	• Integrity • Organised • Professional yet affable • Resilient • Self-awareness – insight into competence • Self-directed (self-control and management)
KEY STAKEHOLDER RELATIONSHIPS	
• SLSNSW Members • SLSNSW Education team members • SLS Club Safety Officer • SLS Club Member Protection Information Officer • SLS Club Management Team members	• SLSNSW Member Welfare Officer • SLS Club Complaints Officer • SLSNSW Branch and SLSNSW authorities • Previous and other current holders of the role • Patrol Captains