

# **Fremantle Surf Life Saving Club**

## **Position Description**

### **Manager of Education**



#### Purpose:

- To manage and monitor the Club's Lifesaving Education activities to ensure that the Club's legal, regulatory and financial obligations are met
- To act as a focal point at operations level for lifesaving education

#### Reports to:

- Director of Lifesaving and Education

#### Qualifications:

- Financial member of the Club, with voting rights
- Proficient holder of current SLSA award – Bronze Medallion and Training Officer preferred
- Current National Police Clearance or Working With Children Clearance

#### Key Competences:

- Good understanding of Lifesaving Education practices as well as operations
- Effective communicator with good interpersonal skills
- Effective report writing skills
- Effective team leadership skills
- Ability to maintain confidentiality
- Ability to deal with others honestly, ethically and with integrity

Approved by: James Birkmanis – Director of Administration

Date: 24/04/2018

Revision: 1

#### Accountabilities:

- Uphold the Constitution and Bylaws of the Club, and promote the Club's values through actions and words
- Review of the lifesaving education elements of the Club's annual Budget
- Act as first point of contact for lifesaving education operational issues
- Manage the stock, purchase and maintenance of education equipment
- Manage and monitor all education documentation and reporting to ensure the obligations to patrolling members, SLSWA and other stakeholders are met
- Manage and monitor the Club's lifesaving education activities to ensure that they are conducted with safety, integrity and responsibility
- Ensure that the Club's lifesaving education obligations to SLSWA and other stakeholders are met
- Assist in the development of succession plans for key reporting positions and identify potential candidates
- Organise annual skills maintenance checks
- Manage and monitor adequate award training courses
- Identify potential trainers and assessors and promote development plans and ensure training standards are maintained
- Manage and monitor development and implementation of training programmes for the instruction and qualification of members in SLSA awards.
- Attend and manage monthly Lifesaving and Education Committee meetings
- Attend scheduled Fremantle SLSC Management meetings
- Promote effective vertical communication between the Board and Committees
- Support to the Director of Lifesaving and Education when requested
- Annual reporting to the Club (including any financial reporting required by the Board, and preparation of sections of the Club's Annual Report, if required)

#### Key Performance Indicators:

- Attendance at least 75% of the scheduled Fremantle SLSC Management meetings
- Attendance at least 75% of the scheduled Lifesaving and Education Committee meetings
- Ensure 100% of the Club's Education accountabilities towards its Lifesaving commitments are met