

SURF LIFE SAVING WESTERN AUSTRALIA INC.



POSITION DESCRIPTION

POSITION TITLE:	Surf Sports Coordinator
DEPARTMENT:	Surf Sports and Events Department
LOCATION:	2 Samuel Way, North Beach 6020
POSITION TITLE OF SUPERVISOR:	Surf Sports Manager
Chief Executive Officer: SIGNATURE:	
DATE POSITION DOCUMENT IS APPROVED:	
FTE:	1 (37.5 hours per week)

1. Purpose of Position

The role of the Surf Sports Coordinator is to develop the sport of surf lifesaving in Western Australia to provide the opportunity for athletes to achieve at their highest level.

2. Organisational Relationships

The Sport and Events department of SLSWA is one of four functional areas within the organisation. Others include; Business Services, SLSWA Academy and Coastal Safety and Management.

The Surf Sports Coordinator will work in direct consultation with the Surf Sports Manager to enact the organisation's sport and recreational strategies. As a member of the SLSWA State Office, the Surf Sports Coordinator will be able to obtain further advice and guidance on specific issues from within the business plan, and as directed by the various member advisory boards and standing committees on relevant issues.

The Surf Sports Coordinator will also be required to facilitate relevant committees and attend scheduled state member advisory meetings to ensure currency of issues and trends at the 'grass roots' are maintained.

The Surf Sports Coordinator will be responsible for the day to day supervision of the Surf Sports Development Officer.

3. Nature and Scope of Position

A. Work Performed

The major task of the position is to oversee the SLSWA sport program. In particular, co-ordinating the delivery of sporting events to attract member and community participation, and implementation of the high performance program.

The Coordinator will be required to travel throughout Western Australia and nationally as and when required.

The main duties of this position include:

RESPONSIBILITIES	IMPORTANCE
Events 1. Support clubs, through equipment and advice, to deliver successful events by: 1.1 Planning an annual event calendar. 1.2 Co-ordinating an event promotional/marketing program. 1.3 Assessing risk and preparing reports of events for discussion with the Manager 1.4 Researching sporting trends and technology in order to add value to events. 1.5 Provide advice and consultancy on event design and management. 1.6 Look for new events opportunities including community events	40%
State Championships 2. Manage the conduct of State Championships by: 2.1 Assessing and selecting venue suitability. 2.2 Liaising with relevant local authorities in gaining appropriate approvals. 2.3 Providing leadership to full-time and honorary personnel in the delivery of their duties in relation to the championships. 2.4 Overseeing the appointment and induction of Competition Officials. 2.5 Ratifying the carnival program, and administrative and entry processes. 2.6 Tendering and managing logistical requirements. 2.7 Gaining promotional coverage through the media.	20%
Club Development 3. Provide administrative support to SLSA in the delivery of the Australian Surf Life Saving Championships and other international events as required. 4. Oversee the effective delivery of the high performance program, coaching and Officiating Programs 5. Establish links with key stakeholders.	20%
Logistics 6. Coordinate human and physical resources in a competent accountable manner by: 6.1 Providing leadership to full-time and honorary officers in the delivery of their duties. 6.2 Inducting relevant departmental officers and committees. 6.3 Providing relevant officers and committees with timely and accurate information. 6.4 Ensuring activities are conducted in line with relevant policies and sponsor requirements. 6.5 Preparing and reviewing relevant circulars/bulletins. 6.6 Convening regular meetings of appropriate Board and committees.	20%

B. Challenges/Problem Solving

- A major challenge of the role is to effectively communicate and manage change in a conservative environment
- Supporting honorary officers to ensure deadlines are met.
- Prioritising competing work demands.
- Promote flexible work practices and a team orientated approach.

C. Scope of authority

- The role requires informing and shaping the decision making process through providing continuous critical feedback.
- The role requires consultation and approval from the Manager on any issues of policy and modification to specifications or procedures.
- The role requires consultation and approval from the Manager on any financial decisions and the use of trademarks and intellectual property.
- The role is unable to approve the purchasing or sale of the organisation's assets.
- The role is unable to bind the organisation to contracts or agreements.

D. Key Accountabilities

- Coordinate participating clubs to deliver a high quality surf sports calendar of events.
- The planning, development and implementation of a community based recreational events program.
- Create and maintain sport media contacts to maximise positives exposure of surf sports.
- The Surf Sport Coordinator will supervise the day to day activities and outputs of the Surf Sports Development Officer.
- Participate as a member of the SLSWA staff.

4. SELECTION CRITERIA - Knowledge, Skills and Experience Necessary

A. Knowledge

- Thorough knowledge of surf lifesaving sporting events; its rules, procedures, practices and policies.
- Knowledge of event management principals and practices.
- Knowledge of risk management processes and procedures
- Knowledge of office administrative procedures.

B. Skills

- High organisational and planning capabilities.
- Sound negotiating and liaison skills.
- Sound report writing skills.
- Proven experience in working with volunteers, corporate supporters, local government and the management of professional staff.
- Experience in resolving problems analytically and to produce innovative solutions.
- Proficiency in the use of computers.
- Exhibit innovation and initiative at all times.
- Ability to work unsupervised as well as in a team environment
- High level communication skills

C. Experience

- Experience in the planning and delivery of successful sporting events and programs.

D. Other

- A tertiary education qualification in an appropriate field is desirable.
- Current "A" Class drivers license.
- Must be flexible and able to work irregular hours.
- A Federal Police Clearance
- Other duties as determined by the manager, as and when required