

# Mullaloo Surf Life Saving Club Inc.

PO Box 119, Hillarys WA 6923  
Phone (08) 9307 7766 • Fax (08) 9307 7769  
www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



*Family, safety, respect, excellence, integrity and unity.*

## **POSITION DESCRIPTION: MANAGER: EDUCATION**

### **Purpose**

- Provide management and support for the coordination of training and assessment for club members for lifesaving qualifications
- Availability as the key contact for matters concerning Education – training and assessment within the club

### **Qualifications**

- Financial member of Mullaloo Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award – Training qualifications as the minimum requirement
- Holder of a current and clear Police/Security clearance check

### **Scope of Accountability**

- Develop and implement operational plans within the portfolio to meet the strategic outcomes of the Club
- Manage education equipment and resources for trainers and assessors
- Develop trainers and assessors programs required to meet the on-going needs of the club
- Maintain qualification records for education purposes of members
- Plan and manage training schedules to support the needs of the clubs members
- Plan and manage proficiency schedules to support the needs of the club members
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Establishment and maintenance of club subcommittees relevant to the portfolio
- Provide representation of the club at relevant surf life saving forums
- Promotion of the club to the community of Western Australia
- Direct liaison with counterparts at other surf life saving clubs
- Preparation of monthly and annual reports on activities within the portfolio
- Manage (either self or an appropriate delegate) and report on committee meetings relevant to the role:
  - Education Committee

### **Reports To**

- General Manager: Development

### **Direct Reports**

- All club Officers providing services to the portfolio:
  - Education Officer
  - Assessors and Facilitators
  - Training Officers
  - Education Administrator

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## Key Performance Indicators

- Efficient organisation and management of the Education portfolio that promotes continuing education of members by providing a range of training and skills
- Efficient organisation of key activities for member proficiency, award training programs, preliminary assessments and award final assessments
- Monitoring the effectiveness of planned activities relevant to the portfolio
- Recruitment and retention of competent Trainers and Assessors for the full range of SLSC awards
- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
- Attend all relevant meetings (minimum 75% attendance)
- Attend (either self or an appropriate delegate) relevant Surf Life Saving forums as club representative
- Attend committee meetings relevant to the portfolio:
  - Education Committee
- Timely and accurate monthly and annual reports
- Accurate reporting on Education – training and assessment, activities
- Provision of accurate and timely information to members through the club Officers serving the portfolio