

## Circular

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| <b>Title:</b>       | Position Vacant - Full Time Lifesaving Coordinator         |
| <b>Document ID:</b> | 117.07.18  |
| <b>Department:</b>  | Human Resources  |
| <b>Audience:</b>    | All Staff, Clubs, Members and Branches                     |
| <b>Summary:</b>     | Call For Applications For Full Time Lifesaving Coordinator |
| <b>Date:</b>        | 18 July 2018   |

### Lifesaving Coordinator

Leadership : Community : Safety : Respect : Trust : Teamwork  
All those involved in supporting one overarching principle;

### Saving Lives

At Surf Life Saving Queensland (SLSQ), we don't believe that the skills required to save a life should be restricted to the sand. The Operations division has an exciting opportunity for a Full Time Lifesaving Coordinator to join their South Brisbane team. This full time role is responsible for supporting the ongoing operation and continual improvement of SLSQ's Life Saving services through effective contracts, maintenance and the development of policies and procedures. This role will also grow and develop Surf Life Saving community volunteer Lifesaver programs and services in Queensland, whilst working towards putting more beaches under guard.

#### In this role you will:

- Ensure SLSQ policies, procedures, guidelines and manuals relating to Lifesaving Services are best practice and reviews are rolled out accordingly ensuring continual improvement and development.
- Coordinate, develop and assist programs such as but limited to Brisbane Lifesaving ensuring that each program runs effectively and efficiently throughout the year whilst establishing and maintaining mutually respectful and trusting relationships with SLSC's, members and other external community groups.
- Ensure that required Lifesaving Services administration, processes and reporting are completed.
- Undertake internal audits as required and within agreed timeframes or schedules.
- Ensure that our volunteers are recognised and rewarded for their contribution to Surf Life Saving.

#### Necessary Qualifications & Experience

- Current Australian Drivers Licence – essential.
- Working with Children Blue Card or ability to obtain one – essential.
- Developing policies, guidelines and operations manuals.
- Reporting, writing letters and general administration.
- Coordinating programs.
- Working unsupervised and without immediate manager for periods of time.
- Working autonomously and as part of a broader team.
- Knowledge of the Surf Life Saving 'products'.
- Understanding of SLSQ federated structure.

#### Preferred but not essential and willingness to obtain:

- Certificate IV in Workplace Training and Assessment or SLSA Trainers and Assessors Units.
- Hold a current Bronze Medallion or Certificate II in Public Safety.
- Advanced Resuscitation Techniques Certificate.
- First Aid Certificate.
- Hold a CERT IV or above in Business Administration, Business Management or similar.
- Basic Risk Management or Quality Assurance qualifications.

#### Surf Life Saving Queensland

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 South Brisbane QLD 4101 f. +61 7 3846 8008  
 PO Box 3747 w. lifesaving.com.au  
 South Brisbane QLD 4101 ABN 27 360 485 381

In order to succeed and make this role your own, you will have

- Empathy for and ability to work closely with volunteers.
- Planning and prioritising workloads to meet deadlines.
- Excellent negotiation and problem solving skills.
- Great presentation and interpersonal skills.
- Understanding and willingness to follow protocol.
- Outstanding organisational and time management skills.
- High level of attention to detail and initiative.
- Appreciation for surf lifesaving and volunteerism
- Ability to work evenings/weekends and travel when required.

Benefits:

- Flexible and supportive work environment
- Career development opportunities
- Centrally located in Brisbane CBD
- A job you'll love where you contribute to saving lives each day
- As a registered not for profit organisation, in addition to your remuneration, you will enjoy generous tax free salary packaging benefits

If you meet the above criteria, are excited about taking the next step within Surf Life Saving Queensland then we would love to receive your application.

To apply, please send your resume and cover letter briefly outlining how you meet the above criteria to [hr@lifesaving.com.au](mailto:hr@lifesaving.com.au).

Applications close at 5:00pm on Wednesday 1 August 2018.

**"Please remember to always swim between the red and yellow flags!"**

***SLSQ is an equal opportunity employer with commitment to safeguarding children and young people. All candidates will be required to undertake a working with children check.***