

POSITION VACANT – Education Development Coordinator (Maternity Leave Contract)

ORGANISATIONAL PROFILE	
OUR VISION	Zero preventable deaths in Queensland public waters.
OUR VALUES	<p>Leadership As the peak authority on coastal safety, we are committed to leading by example, developing industry-best practice and setting high benchmarks for ourselves and each other.</p> <p>Community: We aim to strengthen communities through excellence in service, advocacy and inclusiveness, underpinned by a firm commitment to continuous improvement across all levels.</p> <p>Safety: We aim to prioritise safety at all levels while, at the same time, taking responsibility for the health and well-being of our colleagues, volunteer members and the communities we serve.</p> <p>Trust: We recognise that trust and accountability are the cornerstones of our organisation, and seek to build workplace integrity through high professional standards, open and honest communication, and always delivering on our commitments.</p> <p>Respect: We will treat each other with respect, value each other’s contributions, and celebrate our colleagues and members who strive for excellence.</p> <p>Teamwork: We will work collaboratively to combine our strengths and knowledge in the best interests of the organisation and its members.</p>
COMPANY PROFILE	<p>Surf Life Saving Queensland (SLSQ) is built on one principle; to save lives.</p> <p>SLSQ the state’s leading authority on aquatic safety and surf rescue, and one of the largest volunteer-based community service organisation’s in Australia. Since it’s inception in 1909, SLSQ’s surf lifesavers and lifeguards have directly saved the lives of more than 135,00 people through in-water rescues and educated in excess of 10 million people about surf and aquatic safety through targeted and grassroots community awareness programs.</p> <p>Last season alone, our 30,500+ surf lifesavers, lifeguards and educators;</p> <ul style="list-style-type: none"> • Performed 3,600 rescues • Saved 810,855 lives through proactive preventative actions • Completed 352,807 volunteer patrol hours • Performed 20,895 First Aid Treatments • Trained 15,747 on how to save a life (First Aid & CPR courses) • Reached 720,783 people through Community Awareness Programs <p>As a non-for-profit organisation, SLSQ relies heavily on fundraising, community support and donations to continue our vital work both on and off Queensland’s beaches. It is the generous support of Queenslanders that literally keeps us afloat to continue to save lives in Queensland public waters.</p>

Status: Temporary Full Time (November 2017 – January 2019)

Location: West Burleigh, Queensland

Education Development Coordinator – Gold Coast

You notice that something is not right with how a process is being followed however; you are not the manager or have authority over the situation. Do you;

- A. Identify what the issue is and develop a proposal to fix the situation going forward,
- B. Identify it as a problem and escalate it to an appropriate person
- C. Acknowledge the issue however know you are OK as you do it the right way
- D. Walk on as it isn’t your problem to deal with anyway

If you answered **A** or **B** then we would love to hear from you! All others need not apply as we are looking for a unique and passionate individual to join our team striving to achieve ‘Zero preventable deaths in Queensland public waters’.

Your Opportunity

The *Education Development Coordinator – Gold Coast* role is a fast paced position that supports Gold Coast (GC) clubs and members across a broad range of Training & Education matters. Working from our West Burleigh office, this full time Maternity Leave Contract (ending January 2019) role, is the main point of contact for all training & education matters within the Gold Coast and is directly responsible for building/maintaining a framework that supports continuous improvement within the region. This is the perfect role for an experienced RTO coordinator/administrator wanting to take their next step in an iconic Australian organisation.

All that plus meaningful experiences where you know you are making a positive impact in the Queensland community every day.

You will contribute to saving lives by:

- Developing and maintaining a regional training plan with the aim of increasing member's qualifications and skills
- Assisting the coordination, implementation and delivery of training programs
- Reporting on trends, statistics and gap analyses for training & education in the Gold Coast region
- Conducting Training Gear & Equipment Audits
- Assisting in training courses as required
- Ensuring coursework is completed correctly and meets SLSQ RTO standards
- Monitoring all training activities in the GC region; requesting courses to award allocation
- Assisting CTO's with succession planning of trainers and assessors
- Conducting Resource Validation sessions
- Overseeing compliance and providing administration support

Our Expectations

If we could compose the "Perfect You", you approach situations with a positive outlook & disposition, are professional & willing to follow protocol, and have never uttered the words "that's not my job". We are looking for a high performance individual that understands how their role contributes to the greater success of the organisation and is always willing to go the extra mile without being asked.

What skills, experience and qualifications do you need?;

- Certificate IV in Training & Assessment (TAE40110 or TAE40116) – Essential
- Working with Children Blue Card or ability to obtain one quickly – Essential
- Current Drivers License – Essential
- 3 years experience Training & Assessing SLS Awards – Essential
- Strong communication, presentation and interpersonal skills – Essential
- Flexibility to work weekends/nights and travel when required - Essential
- Previous experience in an administration role for an RTO – Highly Regarded

Benefits

- Knowing that your efforts support an essential public safety service
- Passionate and focused team environment working to a common goal
- Truly flexible and supportive work environment – we walk the talk
- As a registered not for profit organisation, in addition to your remuneration, you will enjoy generous salary packaging benefits
- Nationally accredited First Aid and CPR training

How to Apply

If you think this sounds like you and are motivated to make a positive contribution to saving lives in Queensland public waters then we would LOVE to hear from YOU! Please submit the below documents to the Recruitment team via hr@lifesaving.com.au prior to midnight on **22 October 2017**. We receive hundreds of applications, please make sure you carefully read the application requirements below;

- A **creative** and **personal** introduction telling us **what makes you the ideal candidate for this role** by covering;
 - Your action in response to the scenario at the beginning of this ad
 - How you meet the selection criteria
 - What motivates you to succeed
 - Your proudest "Stand Out" career achievement to date (Sharing the Situation, Task, Action and Result)
 - Your salary expectations
- Resume

Late applications will not be accepted.

"Please remember to always swim between the Red & Yellow Flags"