

POSITION VACANT

Regional Development Officer

Employment Status: Full Time
Location: Pallarenda, Townsville

All those involved in supporting one overarching principle; Saving Lives

Leadership | Community | Safety | Respect | Trust | Teamwork

These are our values and words used to describe Surf Life Saving Queensland's (SLSQ's) purpose. With an organisational culture focused on zero preventable deaths in Queensland public waters SLSQ is an exciting place to work and an enviable brand to market.

At Surf Life Saving Queensland (SLSQ), we don't believe that the skills required to save a life should be restricted to the sand. SLSQ has an exciting opportunity for a Regional Development Officer to join our team on a basis. This role is responsible for supporting and building the capacities and capabilities of North Barrier regional clubs, people and services in the areas of Membership Development, Education, Sport, Community Awareness and quality Lifesaving Services Delivery (Forrest Beach to Sarina).

The Regional Development Officer is responsible for:

- Implementing the Membership Sustainability– Statistical Reporting – within the region.
- Advising Club and Branch Officers on effective membership recruitment and retention programs.
- Working with key SLSQ departments to develop and implement strategies to encourage participants (non-members) involved in SLSQ programs and activities to become members of Clubs in the region.
- Coordinating the delivery of regional youth and leadership development programs in conjunction with the Branch Director of Youth Development.
- Overseeing 'member welfare' compliance awareness programs and policies within the region.
- Advising Club Junior Activities Officers & Age Managers on effective junior activities and ensure that training and development is completed in conjunction with the Branch Junior Activities Advisor/Officer.
- Promoting SLSQ Recognition Programs.
- Liaising with key regional sport stakeholders and assist with the effective delivery of Sport development programs for athletes, coaches, officials and team managers.
- Coordinating beach safety talks and other community education/awareness programs in the region.
- Coordinating Little Lifesavers programs in the region
- Providing direct supervision of Community Awareness Presenters.
- Attending Branch meetings.
- Providing reports on work activities to SLSQ and the Branch.
- Assisting SLSQ with promotions, public relations and sponsor liaison programs.
- Representing SLSQ at meetings and forums.
- Maintaining an up-to-date database/health status of all Clubs in the region.

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

- Knowledge and understanding of Surf Lifesaving operational services and programs
- Demonstrated ability to influence without authority
- Sound knowledge of Surf Life Saving policies, procedures and constitution
- Demonstrated experience working with volunteers and/or within a volunteer-based organisation
- Sound project management skills,
- Excellent analysis of data and report-writing skills
- Excellent verbal and written communication skills
- Excellent negotiation, problem solving and conflict resolution skills
- Ability to plan and prioritise workloads to meet competing deadlines
- Outstanding organisational and time management skills

Surf Life Saving Queensland

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- Sound knowledge and ability to use Microsoft Office and its programs (Word, Excel, Outlook, etc.)
- Ability to work autonomously
- Ability to think long term and act short term
- Exceptional presentation and interpersonal skills

Qualifications and Experience:

Essential:

- Working with Children Blue Card or ability to obtain one quickly.
- Current Open or Provisional driver's license.

Desirable:

- Surf Life Saving Bronze Medallion.
- Certificate II in Public Safety (Aquatic Rescue).
- Tertiary qualifications in a related area.

Benefits:

- Located in Townsville.
- Career development.
- Access to salary packaging benefits.
- A job you'll love where you contribute to saving lives every day.

To apply, please send your resume and cover letter briefly outlining how you are the best person for this role to:

hr@lifesaving.com.au

Applications close at 5pm on Monday 29th of April 2019

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.

“Please remember to always swim between the red and yellow flags!”