



North Queensland Branch Position Description

Position	Branch Director of Junior Activities
Term of office	Elected on odd years at the AGM for two-year term
Position Review	Yearly

Purpose of the Position

The Director of Junior Activities provides strategic guidance and leadership in support of all Junior Activities functions of the Branch including providing assistance to Directors of the Board in relation to their roles.

The primary focus is to ensure the Branch functions in a professional and corporate manner and its Junior Activities functions are operating effectively to support the ideals of Surf Life Saving Australia, Surf Life Saving Queensland and the members of North Queensland Branch Surf Life Saving Club.

Time Commitment:

The position of Director of Junior Activities is a voluntary position which requires a commitment of time and energy required to complete the duties of the position. It would be anticipated that the role would require a time commitment of minimum 12 hours per week across both days and evenings during the season in particular.

Responsible to:

- President
- Board

Functional Relationships:

- President
- Board
- Club Youth & Membership Officers
- Director of Junior Activities
- Chief Training Officer
- Age Managers
- Team Managers
- Team Chaperones
- Water Safety Officers

- Administrators
- Club & Members

Governance responsibilities:

- Attend meetings of Branch and functions
- Attend and complete Branch induction and governance training
- Attend all meetings of Branch and functions
- Be responsible to lead through personal demonstration and compliance with, all policies, rules and by-laws of the Branch, SLSQ and SLISA, and to ensure that all Branch, Board and office bearers in carrying out their duties, act in accordance with the same
- Ensure that the Branch meets its endorsed charitable purpose
- Ensure Privacy Act 1988 principles and confidentiality are upheld at all times by all persons with access to Club and member records and correspondence
- Ensure the Branch at all time is governed in accordance with the SLSQ Governance Standards in order to meet the ACNC Regulations
- Ensure all Branch activities are carried out within the laws of Queensland
- Assist in the Branch Management and Strategic Plans and ongoing review and management of this plan
- Ensure planning and budgeting is completed in accordance with the needs of the Branch and members wishes
- Ensure financial, social, and structural viability of the Branch is established and maintained
- Ensure all rules and regulations of the Branch are upheld
- To not be disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth)
- To not be disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a 'responsible person' of a registered charity
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the Criminal Law (Rehabilitation of Offenders) Act 1986.
- Not have been a bankrupt; or entered a deed of arrangement; or made a composition which remains unpaid; in accordance with the Bankruptcy Act 1966 or corresponding law of another external territory.
- Be eligible to hold a clearance for working with children in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- Have a working knowledge of the Youth Protection Policies

General responsibilities and duties:

- Set the overall Board of Junior Activities standing agenda and help the committee prioritise its goals in accordance with the NQB Strategic Plan, and ensure office bearers work within this framework

- Distribute relevant correspondence to the Clubs Junior Activities Officers
- Ensure the effective implementation of the SLSQ and Club's Child and Youth Risk Management Strategy (CYRMS)
- Responsible for providing co-ordinated advice, direction and coordination for Age Managers and coaches through the Club DOJAs or JAC
- Ensure effective management of Board of Junior Activities in all of its operations

Facilitate and Encourage Active Participation from clubs JACs, DOJA, Age Managers, Coaches and others involved in the delivery of Junior Activities in the annual Junior Forum held in the NQB

Ensure all those involved in Club Junior Activities are aware of where to access resources to assist in the effective delivery of Junior Activities

Supporting Club representatives to deliver effective programs such as Family Participation Programs, Age Managers, Water Safety and Observers awards accreditation and access to resources to deliver the same.

- Act as a coordinator for Branch Junior Activities and voice members views at appropriate forums
- Work as required with the Chief Training Officer, Coaching Coordinator, March Past, Surf and Beach Coaches, Water Safety Coordinator and the Membership Coordinator to ensure satisfactory outcomes for the Clubs in the Junior Activities Space
- Represent the North Queensland Branch on the Junior Activity Advisory Panel
- Assist with sponsors and supporters in relation to Junior Activities
- Identify and communicate to members opportunities available at Club, Branch, State and national levels
- Interact with regional staff on regular basis and work with the RDO to achieve the goals of the NQB
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- Represent the Branch as Director of Junior Activities and to SLSQ and SLISA as required
- Set the overall board standing agenda and help the committee prioritise its goals and ensure office bearers work within this framework
- Identify issues and potential solutions to recommend to the Board
- Monitoring the implementation of new initiatives
- To work with Board to set the agenda for each season's activities
- Chair the Junior Activities meetings and regularly report to the Board on the progress of the junior groups
- Submit reports to the Board

Prerequisites:

- Be a current member of the association
- Have a current SLISA Level 1 Age Managers Course or Level 1 Coaching Course
- Have a strong commitment to the ideals of surf lifesaving
- Have a complete understanding of the Codes of Conduct
- Have knowledge of the statutory requirements of surf lifesaving and contemporary issues affecting the organisation.
- Prepare an annual budget

- Good understanding of Club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Excellent communication and interpersonal skills
- Manage, in consultation with others, the annual lifesaving equipment grant (applications and acquittal)
- Excellent communication and interpersonal skills
- Adequate computer skills including all Microsoft programs
- Ability to commit necessary time to Junior Activities
- Prepare an annual budget
- Assist in preparation of the Branch Management and Strategic Plan and ongoing review and management of this plan
- Facilitate meetings, including committee,
- Ensure planning and budgeting is completed in accordance with the needs of the Branch and members wishes

General knowledge and skills required:

- Working knowledge of the Junior Activities Manual
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- Aware of Work Health & Safety policy
- Well informed of the organisation's activities
- Aware of future directions and plans of members
- Demonstrate a high level of enthusiasm when representing the Branch to members, other organisations and the general public
- Maintain a level of privacy (certain details) to the Branch and its activities whilst maintaining confidentiality and respect towards members
- Maintain effective and efficient administration
- Have a good knowledge of the Branch constitution, by-laws, the duties of all office holders and subcommittees, or the ability to quickly assimilate that knowledge
- Must be a supportive leader for all Club's members
- Have a good knowledge of organisational governance including risk management and be able to organise and delegate tasks
- Identify situations that require Member Protection policy and procedure
- Knowledge of Surf Life Saving objectives, policies and procedures as they relate to Junior Activities or the ability to quickly assimilate that knowledge
- Have a completed WWCC

Desirable attributes:

- Demonstrated rapport with Clubs, Board and regional staff personnel
- Ability to work with others.

- Ability to lead others to achieve goals and outcomes
- Public speaking ability
- Good negotiation skills
- Willingness to learn new skills
- Ability to work in a team environment.
- Motivational
- A sense of justice