



## North Queensland Branch Position Description

<b>Position</b>	<b>Branch Education Officer</b>
<b>Term of office</b>	<b>Endorsed by the Board for a one-year term</b>
<b>Position Review</b>	<b>Yearly</b>

### **Purpose of the Position**

The Education Office provides strategic guidance and leadership in support of all Life Saving education of Branch. Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct.

The primary focus is to ensure the branch functions in a professional and corporate manner and its Surf Life Saving and constitutional 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 Education Officer is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.

### **Responsible to:**

- President
- Board of Directors
- Branch Council
- Director of Lifesaving

### **Functional Relationships:**

- President
- Board of Directors
- North Queensland Regional Staff
- Lifesaving sub-committee
- Clubs & Members

### **Governance responsibilities:**

- Attend meetings of Lifesaving committee
- Attend and complete Branch induction and governance training

- Be responsible to lead through personal demonstration and compliance with, all policies, rules and by-laws of the Branch, SLSQ and SLSA, and to ensure that all Branch, Board and office bearers in carrying out their duties, act in accordance with the same
- 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 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 all rules and regulations of the Branch are upheld
- 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:**

- Act as the principal leader with overall responsibility for the Branch's education
- Attend all Board of Lifesaving committee meetings
- Act as a coordinator for Branch educational activities and voice members views at appropriate forums
- Identify and communicate to members opportunities available at Club, Branch, State and national levels
- Interact with regional staff on regular basis
- Represent the Branch as Education Officer and to SLSQ and SLSA as required
- With the Director of Lifesaving set the Board of Lifesaving Committee education agenda and help the committee prioritise its goals
- Prepare an annual education training calendar with a focus on branch delivered training in consultation with the DOLS, Club CTOs and the DOSS
- Provide regular communication and support to Club Captains and members
- Work with Club Chief Training Officer to address training requirements and deficiencies
- Recommend actions to Board of Lifesaving
- Prepare and submit monthly reports to the Board of Lifesaving
- Work with Club CTOs, BOLS and Directors to address any areas of deficit within the branch and implement training programs to address these deficits

**Prerequisites:**

- Be a current member of the association
- Accreditation in Training Small Groups (TSG)
- Current Bronze Medallion and Silver Medallion: Beach Management
- 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.
- Good understanding of Club culture and lifesaving operations
- Ability to organise and delegate tasks
- Proficient computer skills and administration
- Excellent communication and interpersonal skills
- Ongoing management or service deliver standards and issue resolution

**Knowledge and skills required:**

- Aware of Work Health & Safety policy
- Strong communication and interpersonal skills
- 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
- 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
- Sound leadership skills
- Sound organisational skills
- Sound time management skills
- Sound computer skills - Microsoft Office and Outlook.
- Sound oral and written communication skills
- Efficient people management skills

**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