



Quality Club Officer

3 x Positions Available – Northern NSW, Sydney Metro and Southern NSW

We currently have a new and exciting opportunity to assist in the development and sustainability of NSW Surf Life Saving NSW Clubs. In this role you will be part of a team orientated culture responsible for engaging and supporting NSW Surf Lifesaving Clubs in the development and implementation of the SLSNSW Quality Club Program.

Surf Life Saving NSW is the state's primary water safety and rescue organisation and one of the largest volunteer movements in the country. We support more than 75,000 members in 129 clubs to serve the community through the provision of beach patrol services, coastal emergency response, training and education, sports and junior development.

We are looking for a professional individual who can demonstrate flexibility in their previous roles, excellent relationship building skills and an understanding of surf club practices and processes.

Some of the duties will include:

- Engage and support clubs and branches in implementing the Quality Club Program in a specific area/region;
- Work with SLSNSW Clubs in the region to develop, and support the implementation of, plans which aim to increase the sustainability of the Club;
- Coordinate the SLSC compliancy requirements in a specific area/region.

Essential Experience Required

- Excellent communication skills both written and oral - you will be required to provide timely reports to SLSNSW, deliver presentations to clubs and communicate on a professional level with club and branch management;
- Ability to work autonomously and remotely yet able to work effectively with SLSNSW management;
- Relationship management experience enabling effective support provided to Clubs;
- Experience of and demonstrated success in the delivery of projects against a plan.

The right candidate will be self-motivated with excellent interpersonal skills. Knowledge of organisational management and governance best practice and an understanding of how to develop plans to build sustainability is an advantage.

- **Location:** Surf Life Saving NSW Headquarters – Belrose, SLSNSW Operations Centre (Port Macquarie), Southern NSW based office (working remotely)
- **Position:** Full Time
- **Closing date for applications:** 12th April 2015

[Download Position Description](#)

How to apply:

- Explore our website - www.surflifesaving.com.au
- Send through a current copy of your resume and cover letter (no more than 3 pages)
- Review the position description and include a written response to the selection criteria (no more than 3 pages)
- For further information on this role please contact Human Resources on (02) 9471 8017. Applications should be sent to employment@surflifesaving.com.au. Successful candidates will be contacted for interviews following the closing date.