



## Memorandum

<b>To:</b>	Presidents, Secretaries, Captains, Chief Training Officers, Assessors
<b>From:</b>	Director Lifesaving & Education, Simon Torsellini
<b>CC:</b>	BOM, LSEC
<b>Date:</b>	30th October 2015
<b>Pages:</b>	2
<b>Subject:</b>	Expressions of Interest - Vacant Position - Education Manager Sydney Branch

The position of Education Manger for Sydney Branch is currently vacant as advised to all Clubs recently.

Expressions of Interest are sought from members to be considered for this position for the remainder of the 2015-2016 season.

EOI's close **COB Monday 9<sup>th</sup> November 2015** email : [admin@surflifesavingsydney.com.au](mailto:admin@surflifesavingsydney.com.au)  
**or mail or hand delivered.**

EOI's will be considered after the closing date for suitability of the role.

Regards

**Simon Torsellini**  
**DIRECTOR OF LIFESAVING & EDUCATION**

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## 4.17 Education Manager

### 4.17.1 Qualifications

4.17.1.1 Shall be an Assessor and shall hold as a minimum, a Certificate IV Workplace Training and Assessment, or equivalent, or attain a relevant award within 3 months of being elected to the position of Education Manager.

### 4.17.2 General Responsibility

4.17.2.1 Shall be responsible to the Director of Lifesaving and Education.

4.17.2.2 In conjunction and consultation with appropriate members, liaise and advise on matters relating to the development, training and assessment of patrolling members.

### 4.17.3 Duties

4.17.3.1 Act as chairman of meetings of the Education Committee.

4.17.3.2 Manage the District Education Supervisors of SLSS.

4.17.3.3 In conjunction with the relevant officers, manage the recruitment, induction and ongoing development of assessors within SLSS.

4.17.3.4 In conjunction with the appropriate officers and member(s) of the Education Committee, discuss and draft recommendations to the Director of Lifesaving and Education regarding changes in the teaching and application of lifesaving training and assessment.

4.17.3.5 Maintain a close liaison with relevant officers from within the levels of SLSA and external agencies to ensure that best practice in relation to education is maintained.

4.17.3.6 Manage the recruitment, selection, training and performance of SLSS Education Team.

4.17.3.7 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.

4.17.3.8 Be responsible to maintain a satisfactory level of communication and liaison with relevant officers and committees of SLSS.

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**Surf Life Saving Sydney Branch  
Lifesaving & Education Committee - Position Vacant 2015-2016  
Expression of Interest Form**

I \_\_\_\_\_ of \_\_\_\_\_ SLSC wish to express interest for the position of Branch Education Manager.

Nominees Signature \_\_\_\_\_

Proposed by (Signature & Print Name) \_\_\_\_\_

Seconded by (Signature & Print Name) \_\_\_\_\_

Date \_\_\_\_\_

**Send Form to**                      **EMAIL** [admin@surflifesavingsydney.com.au](mailto:admin@surflifesavingsydney.com.au)

**or**

**MAIL** PO Box 6006 Malabar 2036 BY COB MONDAY 9<sup>th</sup> November 2015

**NOTE : All EOI forms MUST contain the signature of the nominee, proposer and seconded. To express an interest in the position you must be a full financial member of a Surf Club. Forms will not be accepted if not complete.**

Branch Office Use Only:    EOI received at office : Date \_\_\_\_\_