



Memorandum

To:	Clubs, Presidents, Secretaries, Captains, Chief Training Officers, Assessors, Facilitators
From:	Elissa Hancock, Director of Administration
CC:	BOM, LSEC, MSC, SSC, JDC
Date:	7 th August 2017
Pages:	3 (includes 2 page attachment)
Subject:	Expressions of Interest for SLSS Position Education Manager 2017-2018

All

We wish to advise that Marissa Saunders will be standing down as Education Manager SLSS to continue her Director of Finance position on the SLSS Board.

Expressions of interest (EOI) are now called to fill the mid-term vacancy for the position of Education Manager – Surf Life Saving Sydney.

Expressions of interest will need to demonstrate how the applicant would meet the position description included in By - Law 4.16 (as per attached). EOIs are to be emailed in the format of a resume/letter to admin@surflifesavingsydney.com.au . **EOIs will close at Branch Office COB 25/8/2017.**

EOIs will be considered and recommended to BOM for final endorsement by Branch Council in October 2017.

The position of Education Manager is responsible to the Director of Lifesaving and Education and is a member of the Lifesaving and Education Committee (LSEC). The Education Manager is chair of the Education Sub-Committee which comprises the four area Education Area Coordinators.

Regards

Elissa Hancock
DIRECTOR OF ADMINISTRATION

Attachment (2 pages)



ATTACHMENT

Excerpt from SLSS B-Laws. Full copy of SLSS By-laws can be found on Branch website at the following link <http://surflifesavingsydney.com.au/admin/constitutions-and-by-laws/>

4.16 Manager Education

4.16.1 Qualifications

4.16.1.1 As minimum, shall be a current Trainer and Assessor holding a Surf Lifesaving Award.

Desirable Experience in the following;

- 4.16.1.2 Certificate IV Training & Assessment or a relevant degree qualification
- 4.16.1.3 Demonstrated minimum 5 years experience in managing adult teams in the workplace
- 4.16.1.4 Ability to work as part of a team
- 4.16.1.7 High level communication skills

4.16.2 General Responsibility

- 4.16.2.1 Shall be responsible to the Director of Lifesaving and Education.
- 4.16.2.2 In conjunction and consultation with appropriate members, liaise and advise on matters relating to the development, training and assessment of patrolling members.

4.16.3 Duties Generally

- 4.16.3.1 Act as chairman of meetings of the Education Committee.
- 4.16.3.2 Ensure SLSS Education matters complies with and aligns with the Branch Strategic Plan.
- 4.16.3.3 Manage the Operational Area Education Coordinators of SLSS.
- 4.16.3.4 In conjunction with the relevant officers, manage the recruitment, induction and ongoing development of assessors within SLSS.
- 4.16.3.5 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.
- 4.16.3.6 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.
- 4.16.3.7 Manage the recruitment, selection, training and performance of SLSS Education Team.
- 4.16.3.8 Be prepared to attend relevant meetings as requested and submit reports and recommendations to those meetings as necessary.

4.16.4 Branch Education

- 4.16.4.1 Ensure that the Branch Education structure meets the needs of the Branch.
- 4.16.4.2 Work with Branch President, Club Presidents, the LSEC, Chief Training Officers and SLSNSW Academy Support Officer to develop a Branch Education Development



- Plan using outcomes from Club sustainability process, Educheck process, Trainer, Assessor & Facilitator (TAF)
- 4.16.4.3 Develop and co-ordinate the Branch Education Calendar in consultation with the LSEC to meet the lifesaving needs of Clubs.
 - 4.16.4.4 Complete the Branch Educheck on an annual basis and ensure that recommendations from the process are implemented.
 - 4.16.4.5 Work with State staff to develop and co-ordinate upgrade plans for Branches.
 - 4.16.4.6 Ensure attendance at annual State Education Meeting and at state Education teleconferences, as required.
 - 4.16.4.7 Use all reasonable endeavors to identify members with the potential to take on the Education Manager role in the future and provide them with experiences to help build their knowledge, skills and confidence.
- 4.16.5 Support for Clubs**
- 4.16.5.1 Work with Clubs to promote, encourage participation in and deliver/assess advanced awards in line with Branch / Club Development Plans.
 - 4.16.5.2 Work with SLSNSW Academy Support Officers to ensure Clubs are supported to develop and implement an Education Development Plan.
 - 4.16.5.3 Support Club training and assessment through the allocation of probationary and/or additional TAFs if practical/necessary.
- 4.16.6 Trainers, Assessors & Facilitators (TAFs)**
- 4.16.6.1 Manage the endorsement process for new TAFs, ensuring applications for Facilitator roles are forwarded to state for endorsement.
 - 4.16.6.3 Work with Academy Support Officers to manage the re-endorsement process for existing TAFs, including providing relevant professional development opportunities for TAFs as required.
 - 4.16.6.4 Ensure that new TAFs are inducted into their role through the mentoring process.

End

