



SURF LIFE SAVING SYDNEY NORTHERN BEACHES INC.

POSITION DESCRIPTION

Position	Location	Employment basis
Member Services & Administration Support	SNB Warriewood	Full time 5 days per week
Reports to:	Direct Reports:	Portfolio:
Branch Manager	N/A	Youth and Membership Development

Position Purpose

To ensure that the Youth and Membership Development strategies and action plans developed by SNB are delivered in cooperation with our 21 Clubs and their management teams.

To work proactively with our 21 Clubs to identify areas where Clubs need support and work with Clubs and others within SNB to provide assistance.

To supply administrative support to portfolio co-ordinators and managers.

Relationships

The position is part of the Youth and Membership Development portfolio and has a close working relationship with the Director Of Youth and Membership Development.

The position involves close liaison with each of the 21 Clubs within SNB and the management teams of each club.

This position involves close liaison and an overall understanding of all portfolios within SNB

Responsibilities

Accountabilities	Key Performance Indicators (KPIs)
Works as part of the SNB team to deliver key outcomes to our 21 Clubs and their members.	Complete agreed work projects within agreed timeframes and budget.
Works with the Director of Youth and Membership Development to implement and manage various initiatives as defined in the SNB operational plan.	Develop positive working relationships with Club Presidents and committees.
Proactively identify areas where clubs need support and work with the Club's management team and others within SNB to assist the Clubs.	Follow up on strategies and actions previously identified as part of the Club Development Program.
Provides administrative support to other	Prepare monthly reports on activities

<p>members of the SNB team as directed by the Branch Manager and provide relief for other positions when staff are on annual leave.</p> <p>Identify, apply for, and manage grant applications and other funding streams available to the Branch.</p> <p>Assist SNB Clubs by identifying grants and assisting with applications.</p> <p>Assist the CEO and Branch Manager on projects that will meet the targets of the SNB Business Plan.</p> <p>Work with SNB Clubs on membership retention strategies and youth development programs.</p> <p>Work with SNB Clubs to ensure SNB, SLSNSW and SLSA compliance.</p> <p>Other reasonable duties as required.</p>	<p>undertaken and attend and report to SNB meetings.</p> <p>Funding application deadlines are met.</p> <p>SNB and Clubs are aware of all grants available.</p> <p>Business plan targets achieved</p> <p>Reduction in membership churn. Growth in youth development activities and participation rates.</p> <p>Clubs aware of compliance requirements and assisted in meeting these.</p> <p>Club OH&S Officers aware of program and implementing within their club.</p>
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Selection Criteria	
Essential	Desirable
<p>Sound knowledge and understanding of Surf Life Saving including club operations and management.</p> <p>Well-developed communications and presentation skills.</p> <p>Demonstrated ability to communicate across diverse groups of internal and external stakeholders including members, club officials, SNB Board members, SLSNSW, and the community.</p> <p>Ability to work autonomously on projects.</p> <p>Self-motivated and results orientated.</p> <p>Prepared to work flexible hours including some nights and weekends as required.</p> <p>Intermediate PC skills – Word, Excel, Powerpoint.</p> <p>Current NSW Drivers Licence</p>	<p>Qualifications in business management/administration.</p> <p>Previous experience in Club administration.</p> <p>Good working knowledge of Surfguard.</p> <p>Project management skills.</p> <p>Awareness of SNB structure and Clubs.</p>