

POSITION DESCRIPTION

This position description describes duties that the appointee will be expected to undertake. It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration or deletion of duties from time to time as determined by Regional Manager. It is inherent in all areas of work that staff are required to apply and uphold the values and competencies of SLSNZ.

Title: **Club Development Officer – Gisborne/Tairāwhiti**

This position provides targeted support to five Tairāwhiti Area Clubs (Ngāti Porou, Tolaga Bay, Wainui, Waikanae and Midway) with the aim of enhancing member development, club sustainability whilst growing capability.

Reports To: Regional Manager – Eastern Region

Position Status: Permanent role, 30 hours per week (weekend & evening work expected)

Direct Reports: N/A

Key Relationships: Members, Clubs and Operational Committees in the Tairāwhiti Area
Other Eastern Region Staff
Other SLSNZ National Staff
Local Community Stakeholders

ABOUT SLSNZ

SLSNZ's vision is that 'No one drowns on our beaches' and our purpose is 'to lead and support surf lifesaving in New Zealand in partnership with our member clubs'

Surf Life Saving New Zealand (SLSNZ) is the National Association representing 74 Surf Life Saving Clubs across 4 regions. Today a little over 18,600 people are members of SLSNZ and providing patrols at 104 of New Zealand's busiest beaches each summer is just part of what we do. Being a proactive lifesaving service, sporting organisation and providing a range of education programmes ensures that we keep New Zealand's favourite playground safe for everyone.

SLSNZ Strategic Priorities to be delivered across 4 pillars...

- 1. Support Clubs to deliver core services to agreed standards*
- 2. Operational Excellence & Innovation*
- 3. National Leadership*
- 4. Business Resilience and securing our sustainable financial future*

www.surflifesaving.org.nz

KEY RESPONSIBILITIES

Club Development

- Facilitate the development and implementation of club development strategies to optimise the effective running of clubs.
- Work collaboratively with the Regional Manager and other Regional Managers (e.g. Lifesaving/Sport/Training/Community Education) across opportunities and projects that will enhance membership development, club sustainability and build capability of clubs and communities.
- Support the clubs to build capability in and around SLSNZ systems and processes, e.g. CRM capability.

Club Sustainability

- Use current club health tools to identify key areas of development and assist with development of these areas within area specific clubs in the following areas:
 - **Club Management**
 - Ensure smooth running of area specific clubs, compliance with legal and constitutional requirements.
 - Assist area specific clubs with strategic & business planning.
 - **Administration**
 - Ensure area specific clubs have adequate membership record keeping and process in place.
 - Ensure area specific clubs have up to date policies and procedures.
 - Provide IT / database support and facilitate training where required.
 - **Financial Management**
 - Ensure area specific clubs have an up to date fixed asset register
 - Ensure area specific clubs have insurance.
 - Provide or facilitate training and support in financial matters including bookkeeping, reporting etc.
 - **Facilities**
 - Ensure area specific clubs have systems and processes in place to identify and replace damaged equipment.
 - Ensure area specific clubs are aware of the conditions of their lease and have an infrastructure replacement plan where needed.
 - **Risk Management**
 - Ensure area specific clubs have health and safety management systems.
 - **Marketing & Communications**
 - Support area specific clubs in their internal and external communication and promotion processes.
 - **Member Services**
 - Assist area specific clubs with member recruitment and retention planning.
 - Promote member wellbeing and safeguarding within area specific clubs.
 - Promote member development opportunities within area specific clubs.

Reporting/Monitoring

- Report progress against Healthy Club Initiatives in the Regional Management Plan as required.
- Report against key membership development statistics at quarterly regional meetings.

Operational

- Act as an advocate for the area specific clubs, reduce isolation and ensure key volunteer time is effectively utilised.
- Ensure area specific clubs have key operational documents in place, such as Club Health & Safety Manuals plus live Hazard Registers.

- When required, attend area specific committee meetings and support the club development specific projects that are produced by the area committee.
- Manage the area specific calendars.
- Keep current with all SLSNZ policies and procedures and ensure they are actively applied across the area specific clubs.
- Key projects and strategies that are relevant to and identified in the Healthy Club Initiatives and determined in conjunction with the Regional Manager.

Localised Responsibilities

- Community Education support in the local area.
- Event Manage the Gisborne Area, Senior, Junior and Pool Champs.
- Provide support to the Gisborne Area Emergency Call-out Squad.
- Coordinate the Gisborne Area Representative team with administration, selection meetings, sponsorship negotiation, media releases and apparel acquisition.
- Provide support directly to the Eastern Region Manager around key funding and development projects as identified.
- Coordinate and manage key area specific club and member development courses such as, Instructor Courses, Patrol Captains, Area Examiner Briefings, First Aid Courses. Intro to Surf Coach, Official Level 1, IRB Development Camps and Intermediate Lifeguard School & Rookie Lifeguard Programme.
- Responsible for IRB & Surf Lifeguard Exams within the respective area and the identification and development of IRB and Surf Lifeguard Examiners in the area.

KEY PERFORMANCE INDICATORS

A three layered approach will be used to measure performance in this role:

1. **Personal Objectives** as identified through your **Annual Performance Plan**.
2. **Club Priorities** as identified through the **Healthy Club Initiatives**.
3. **Key Outcomes** as identified in the **Regional Management Plan**.

PERSON SPECIFICATION

1. Team player who takes a practical approach.
2. Flexible and energetic.
3. High capability (intellect).
4. The ability to think laterally.
5. Attention to detail.
6. Problem solving ability.
7. Open minded and passionate about the organisation.
8. Excellent relationship management and communication skills.
9. Leadership coaching skills (i.e. the ability to lead, develop, support and positively influence others).
10. Professionalism.
11. Integrity to work unsupervised and remotely.
12. Respect from the Clubs / or will earn respect quickly (credibility).
13. Non-biased approach towards any Club or activity within SLSNZ.
14. Previous experience in our organisation.
15. Broad base of surf lifesaving knowledge i.e. lifesaving, education and sport.

SLSNZ Values and Competencies

"Making a difference through a commitment to outstanding performance"

1. Leadership

- Empowers and inspires others
- Consistently demonstrates professionalism
- Positively represents team members and SLSNZ

2. Communication

- Displays clear and concise communication in a timely manner
- Communication is open, frank, constructive and positive
- We keep our word

3. Learning Agility / Innovation

- A pro-active approach to self-improvement
- Strong work ethic and personal drive
- Commitment to continuous improvement
- Open and flexible to change

4. Managing People

- Takes personal ownership of tasks and activities
- Provides constructive and timely feedback
- Considers and understands the need to build capability of the team
- Communicates clear expectations and enforces accountability