

Duty Statement – Project Officer – Lifesaving Sport & Development

Title: Project Officer – Lifesaving Sport & Development

Job Description:

The role will be to ensure the effective development and co-ordination of a range of RLS programs including Pool Lifesaving and volunteer development across the various Royal Life Saving stakeholders, including the Aquatic and Recreation Industry.

Close liaison with and inspiration of the network of State and Territory Member Organisations (STMOs) personnel is critical to the success of this role. The Project Officer – Lifesaving Sport will also work in collaboration with National Sport Director, Sport Committee and State/Territory counterparts to deliver programs and events to support lifesaving and lifesaving sport development.

Scope of Duties:

1. Provide support and coordination of the RLS Pool Lifesaving Sport Plan through:

- development and coordination of the delivery of Lifesaving sport programs, services and initiatives
- assisting in the administration of grant programs and the gathering of information to increase the understanding of community education, lifesaving sport and recreational issues
- providing a national sporting framework and development pathways to assist STMOs to increase participation in Pool Lifesaving
- managing the finances of approved national programs, events and projects
- providing pathways to athletes, coaches and officials by the provision of professional development opportunities
- scheduling and conducting the Australian Pool Life Saving Championships and other national pool lifesaving competitions and events to world's best standard
- continuing to develop and contribute to the partnership with Surf Life Saving Australia to further pool lifesaving sport in Australia including but not limited to the Australian Lifesaving Team
- contribution to the RLS Commonwealth and ILS Lifesaving Sport
- facilitating the development of the national participation strategy ensuring integration with RLS core water safety programs
- In addition, this position will require communication with the International Lifesaving Federation and Commonwealth Sport Committee.

2. Contribute to the development and coordination of lifesaving programs across all STMOs by:

- Support the sourcing and securing of Government funds for lifesaving skills and education programs.
- Increase the focus on engaging industry in the development of RLS education systems.
- Support toward investment in quality resources via partnership, priority resource planning and more timely and efficient development processes

All duties, responsibilities and activities are to be carried out in accordance with RLS Policies and Procedures and relevant State and Federal laws.

Working with a small team there may be other duties as required from time to time to assist with the effective running of the office.

Responsible To: National Manager – Aquatic Risk Management

Subordinate Staff Directly Supervised: Nil

Subordinate Staff Indirectly Supervised: Nil

Works directly with: National Sport Committee

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Works indirectly with: Chief Executive Officer, Portfolio Managers and Royal Life Saving STMO networks

Limits of Authority:

- Limited to scope of duties as listed above and other duties as required.

Qualifications Required:

- Relevant tertiary qualification (or currently undertaking qualification) in Sport Development, or Sport, Recreation and Event Management or related field.
- Background in physical education or sport development desirable
- Current Working with Children Check
- Current Driver's license

Experience Required:

- A minimum of 3 years' experience working in the development and delivery of sport and/or community recreation programs and events
- Experience with Event and Sport Management software desirable

Skills required

- Knowledge of the RLS, its programs, awards and sport of pool lifesaving
- Knowledge of a broad range of swimming and water safety activities and sports.
- Has a comprehensive understanding of RLS and its values and encourages others to act in line with those values.
- Strong interest in sport and/or community recreation
- Self-directing and working with minimal supervision
- Good presentation skills
- Strong skills across a variety of social media
- Strong MS office suite skills
- Highly developed written and verbal communication skills.
- Ability to prepare and write reports effectively
- Ability to develop and conduct projects
- Excellent team skills and ability to work in small office environment
- Be prepared at various times during the year to travel and work irregular hours, including evenings and weekends

Reporting:

- Provision of a written quarterly report on the progress of objectives set in the Work Plan
- Provision of an annual report against agreed objectives.

Approved By: _____
(Chief Executive Officer)

Date: _____

Acknowledged By:

I have read and understand the above responsibilities.

Name: _____ **Signature:** _____
(Please Print)

Date: _____