



## Lifesaving and Member Welfare Coordinator

An exciting opportunity has arisen to join the small, dedicated administrative team at Bronte Surf Club.

Working closely with the Director of Lifesaving (Club Captain) and Director of Cadets, the Lifesaving and Member Welfare Coordinator is responsible for planning, coordinating and compliance of all Lifesaving services for Bronte Surf Life Saving Club. This role is also the central point of contact and guidance for key lifesaving volunteers, including but not exclusive to the Club Vice Captain(s), IRB Captain, Patrol Coordinator, Chief Gear Steward, and the Life Saving Committee. The member welfare component of the role is in its infancy with an opportunity for the incoming team member to further develop and implement the Club offering. Member welfare and member services are a priority for the Club and for Surf Life Saving as an organisation.

This is a permanent part time position, requiring a minimum commitment of 24 core office hours per week, along with a requirement to work some evenings and weekends from time to time. The ideal candidate will have flexibility to undertake additional hours during key periods of the season. Bronte Surf Life Saving Club supports and encourages flexible, family friendly work arrangements wherever possible.

Those interested in applying for the role are invited to submit an expression of interest along with a CV via email to the General Manager, Kimberly Johns, at [management@brontesurfclub.com.au](mailto:management@brontesurfclub.com.au) by COB Friday 20 September 2024.

If you would like to find out more about the role prior to submitting your application please don't hesitate to get in touch with Kimberly via email. All applications, and any enquiries received, will be treated in the utmost confidence.

Interviews, with a panel of three Club representatives, will be confirmed by Wednesday 25 September, and are expected to take place during the week beginning 30 September (interviews can be held online if required).

On completion of interviews the panel will determine if a successful candidate has been identified, and if so, an offer for the role will be made.

Kind regards,

Kimberly Johns  
General Manager

Bronte Surf Life Saving Club

## Position Description

### Lifesaving & Member Welfare Coordinator

#### Primary responsibilities

The Lifesaving and Member Welfare Coordinator works closely with the Director of Lifesaving (Club Captain) and Director of Cadets, to plan, coordinate and ensure compliance of all Lifesaving services for the Club. This role is also the central point of contact and guidance for key lifesaving volunteers including, but not exclusive to, the Club Vice Captain(s), IRB Captain, Patrol Coordinator, Chief Gear Steward, and the Life Saving Committee.

The member welfare component of the role is in its infancy with an opportunity for the incoming team member to further develop and implement the Club offering. Member welfare and member services are a priority for the Club and for Surf Life Saving as an organisation.

This role requires exceptional organisational and time management skills as well as excellent interpersonal skills to provide support to members and promote a positive and inclusive culture within Bronte SLSC.

- Lifesaving Portfolio
  - Work closely with the Director of Lifesaving (Club Captain) and other key volunteers to plan and execute Bronte's lifesaving service, including our Lifesaving Agreement, patrol rosters and gear inspection.
  - In conjunction with the Education Coordinator, ensure all patrolling and water safety members are financial for the season and are proficient in the award/s required for their role.
  - Provide administrative support, guidance and assistance to members in the event of any injuries sustained by members while participating in Club approved activities.
  - Coordinate all aspects of lifesaving operations, and ensure operational manuals, policies and lifesaving records are accurate and up to date.

- Member Welfare
  - Work closely with key stakeholders in the Club and externally with Surf Life Saving NSW to promote a culture of inclusivity, respect and wellbeing within the Club, fostering a supportive environment for all members.
  - Develop and implement member welfare programs and initiatives.
- Documentation and Reporting
  - Maintain accurate records and documentation relating to patrol attendance, incidents, member welfare initiatives, training and other relevant data.
  - Prepare regular reports on member welfare activities, safety incidents and key performance indicators to track progress and identify areas for improvement.
  - Contribute to and collate information for member recognition, award nominations, board of management meetings and the annual report.

## Secondary responsibilities

Support and contribute to the broader Bronte office administrative and customer service team. This may vary throughout the season and may include filling in for or supporting other staff members.

Examples of office administration may include assisting with room set ups, receiving deliveries, answering phones, and facilitating merchandise sales. It will also involve contributing to and preparing Club communications, including the electronic newsletter or social media etc.

All administrative staff are required to assist in the planning, preparation and execution of the Club's biggest annual fundraising event, the Bondi to Bronte Ocean swim.

## Required Skills and Experience

- Experience in working to tight deadlines with competing priorities
- Excellent written and verbal communications skills

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- Exceptional customer service focus
- Excellent administrative skills and high attention to detail
- Good organisation, planning, and time management skills
- Ability to work both autonomously and as part of a small team
- Ability to work outside of normal working hours, including evenings and weekends
- Confident, professional and adaptable

## Reporting lines

The Lifesaving and Member Welfare Coordinator reports directly to the General Manager, functionally reporting to the Club Captain and the Director of Cadets