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<b>ROLE</b>	<b>Training Officer</b>
<b>Purpose</b>	The Training Officer provides oversight to the training and education of club members, primarily by planning the club's calendar and ensuring appropriate trainers are available to deliver courses as required to upskill members.
<b>Responsible to</b>	Management Committee
<b>Time Commitment</b>	Approx 4 hours per week (may increase at times due to seasonal demand)
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>• Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club</li><li>• Assist in development of youth within the Club</li><li>• Coordinate all instruction squads, their trainer/s and the resources</li><li>• Assess, develop and coordinate delivery of training solutions To meet the Club's Beach Management Plan and service quality issues</li><li>• Positively support the policies, culture, operation and management of the Club, Branch, SLSQ and SLSA</li><li>• Follow procedures and protocols as outlined in SLSA and SLSQ Training SOPs</li><li>• Ensure all training sessions are efficient, records completed and filed</li><li>• Develop training solutions for new resource implementation</li><li>• Ensure re-qualifications of awards and certificates are completed by required date and recorded</li><li>• Analyse skill mix throughout club and develop training solutions where needed in consultation with key office holders, including the Club Captain, Youth and Member Development Officer, First Aid Officer, IRB Officer and Gear and Equipment Officer</li><li>• Submit reports to the Club Executive Committee</li><li>• Participate as a member of the Club Management Committee</li><li>• Arrange assessments through the Branch as required, ensuring follow-up as required</li><li>• Attend Branch meetings (as required) and report to Branch and/or Club all relevant information</li><li>• Liaise with Branch Education Officer</li></ul>

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<b>Knowledge &amp; Skills Required</b>	<ul style="list-style-type: none"><li>• SLSA Training Officer Certificate <a href="#">SLSA TOC</a></li><li>• Registered Training Organisation, Educational Qualification, i.e. Certificate IV in Workplace Training and Assessment <i>or</i> Certificate IV in Training and Assessment (preferred)</li><li>• Assessor Units of Competency (preferred)</li><li>• Ability to organise and delegate tasks</li><li>• Aware of Workplace Health &amp; Safety policy</li><li>• Hold a Bronze Medallion</li><li>• Maintain confidentiality on relevant matters</li><li>• Good communication and interpersonal skills</li><li>• Friendly, positive and enthusiastic</li><li>• Must be a financial member of the Club</li><li>• Candidates must also be the holder of a current Blue Card</li></ul>