

Sport Development & Events Coordinator

Position Overview

The Lifesaving Sport Development &, Events Coordinator will lead and manage the development, promotion, and delivery of the lifesaving sports pathway and participation initiatives. The role encompasses the planning, coordination, and execution of competitions and events, and liaising with the volunteer sport committee to encourage increased involvement and excellence in lifesaving sports within the regions of NSW, ACT, and TAS

Work Location	Option to work remotely / hybrid or from Castle Hill head office
Position type:	FT (35hrs week) or open to Part-time for the right person. Flexible working hours across Mon-Fri with some weekend / evening work required.
Reports To:	Swimming and Lifesaving Manager
Direct Reports	NIL
Department	Swimming and Lifesaving
Remuneration Package:	\$66,000 salary package or pro rata for PT (inc super and fully maintained car).

Key Roles and Responsibilities

Pathway & Participation Development	<ul style="list-style-type: none"> • Develop and implement strategies to promote and increase participation in lifesaving sport across all levels and age groups. • Collaborate with clubs, schools, and other organizations to introduce and develop programs that feed into the lifesaving sport pathway. • Monitor and evaluate the effectiveness of programs and initiatives to ensure continuous improvement and alignment with organizational objectives.
Competition & Event Coordination	<ul style="list-style-type: none"> • Plan, coordinate, and deliver a range of competitions and engagement events, ensuring they are run efficiently, safely, and in line with Royal Life Saving standards. • Work closely with stakeholders, including officials, coaches, volunteers, and the volunteer sport committee to ensure seamless event execution. • Stay updated with national and international lifesaving sport rules and standards, incorporating necessary changes into local competitions.



Stakeholder Engagement & Liaison	<ul style="list-style-type: none">• Develop and maintain strong relationships with lifesaving clubs, coaches, officials, educational institutions, sponsors, and other related bodies.• Act as a liaison between Royal Life Saving NSW, ACT, TAS, and other state or national lifesaving sport organisations.• Collaborate and maintain open lines of communication with the volunteer club and competition committee, ensuring their input is incorporated into the development and execution of programs and events.• Attend relevant meetings, forums, and workshops to represent the organization and gather insights for continuous improvement.
Administration and Reporting:	<ul style="list-style-type: none">• Prepare and manage budgets related to the development of the sport and events.• Generate regular reports on program outcomes, participation rates, and event feedback.• Ensure all programs, initiatives, and events are compliant with organizational policies and procedures.
Continuous Learning:	<ul style="list-style-type: none">• Stay informed about the latest trends, techniques, and best practices in lifesaving sport development and event management.• Undertake professional development opportunities to enhance skills and knowledge.
Qualifications and Skills	<ul style="list-style-type: none">• Tertiary qualification in Sports Management, Recreation, Events, or a related field or experience. Graduates welcome.• Demonstrated experience in sport development.• Strong organisational skills with the ability to manage multiple projects simultaneously.• Exceptional interpersonal and communication skills.• Proficiency in using sports and event management software or willingness and aptitude to learn.• Current First Aid Certificate and CPR certification (or willingness to obtain).• A valid working with children check.
Desirable	<ul style="list-style-type: none">• Previous experience with lifesaving sports or a similar discipline.• Understanding of the Royal Life Saving organisation and its



	objectives.
Personal Attributes	<ul style="list-style-type: none">• Commitment to the values and mission of RLS.• Strong, people first culture• Strategic thinker with a proactive mindset.• Highly organised with a keen attention to detail.• Adaptable and resilient in a dynamic environment.• Energetic self-starter who thrives in a flexible environment where you are judged on the quality of your outcomes.• Strong ability to build and maintain professional relationships.• Excellent communication skills and adeptness at managing multiple stakeholders.
Benefits	<ul style="list-style-type: none">• Competitive salary and benefits package.• Opportunities for professional development.• Opportunity to make a tangible difference in the field of water safety.• Being part of an organisation that makes a real difference in the community.• Collaborative and supportive work environment.
Equal Opportunity	RLS is an equal opportunity employer. We welcome applications from diverse backgrounds and are committed to creating an inclusive environment for all employees.