

## Position Description- Education Coordinator (Full time)

The purpose of this role is to work with communities to increase knowledge about water safety in all aquatic environments, through the delivery of water safety education programs. This role includes working with preschools, schools, councils and community groups across NSW to deliver water safety education programs.

<b>Work Location</b>	Castle Hill NSW Office/ Remote- Flexible
<b>Reports To:</b>	Health Promotion Manager
<b>Direct Reports</b>	Casual Community Educators
<b>Department</b>	Drowning Prevention and Education

### Selection Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Excellent Communication Skills- written and verbal</li> <li>• Intermediate to advance Microsoft Office Skills (word, excel, powerpoint, teams)</li> <li>• Excellent time management skills with the ability to multitask and work effectively from various locations</li> <li>• Demonstrated ability to communicate and build relationships with internal &amp; external stakeholders such as RLS members and clubs, LGA's, schools, community groups, and members of the public</li> <li>• Strong attention to detail.</li> <li>• Demonstrated experience managing programs and/or projects, including program evaluation.</li> <li>• Proven ability to collaborate across department/portfolio areas.</li> <li>• Current driver's licence.</li> <li>• Current Working with Children Check clearance</li> <li>• Some out of usual business hours and on call work and travel within NSW are inherent requirements of this role.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in Swimming and Water Safety or Community Education</li> <li>• Prior teaching experience</li> <li>• Tertiary qualifications in Health Promotion or Community Development</li> <li>• Knowledge of Royal Life Saving</li> <li>• Previous experience working for a community based/not for profit organisation.</li> </ul>

## Key Roles and Responsibilities:

<b>Education Program Development</b>	<ul style="list-style-type: none"> <li>• Assist Health Promotion Manager in developing new educational programs and resources for community and school programs</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>• Assists Health Promotion Manager in managing a team of casual educators including facilitating training and allocating casuals to events/ education sessions within the community.</li> <li>• Supports Health Promotion Manager in the hiring of new community educators</li> <li>• Supports in the training, upskilling and supervision of Community Educators</li> <li>• Main contact for educators when there are any issues with programs or facilities</li> <li>• Organises club grants bookings including making connections, promoting the programs, securing booking details and updating in Monday.com</li> <li>• Main contact for organisations with program bookings</li> <li>• Packs program resources and liaises with dispatch team for delivery</li> <li>• Monitors the health of club grants, ensuring completion/ feedback/ acquittal information and processes are finalised</li> <li>• Delivers water safety programs to community groups</li> <li>• Works with Cultural Engagement Coordinator to enhance CALD education programs and support in delivery</li> <li>• Expand the delivery of community education programs across NSW, ACT and TAS</li> <li>• Travel will be involved regionally in NSW and through ACT and TAS to deliver programs and train staff.</li> <li>• Some weekend and public holiday work will be necessary for community events e.g. Water safety events on weekends or public holidays</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Sources community contacts e.g. libraries, youth groups and schools for the uptake of our education programs</li> <li>• Promotes our additional partnerships and programs to stakeholders</li> <li>• Monitors and responds to Health Promotion Emails and enquiries</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Represent RLSNSW in a professional manner while undertaking work within the community</li> <li>• Refer all media enquiries to the Health Promotion Manager and General Manager for Drowning Prevention</li> <li>• Support public awareness of RLSNSW key messages.</li> <li>• Assist the Senior Management Team with any other reasonable tasks as required.</li> </ul>