

Circular

Title:	<u>Expressions of Interest for SLSWA Volunteer Education Advisor roles (Various)</u>
Date:	13 August 2020
Document ID:	15, 2020/2021
Department:	Training and Education Department
From:	Daniel Andrew RTO Compliance Officer dandrew@slnwa.com.au
Audience:	Interested members, SLSWA Trainers and Assessors, Club notice board, Club administrators and Education Officers
Summary:	EOI sought from those individuals to be considered for the various roles as Education Advisor.
Action:	Nominations must be forwarded to the SLSWA Training and Education Department at training@slnwa.com.au and must be received by 5:00pm on Friday September 4 th 2020
Attachments:	Attachment 1: Education Advisor Role and Responsibilities Attachment 2: Education Advisor Selection Criteria Attachment 3: Nomination form

SLSWA is calling for Expressions of Interest from members wishing to apply for the role of Volunteer Education Advisor for the 20/21 season in one of the following fields:

- Aquatic Rescue Awards (Bronze Medallion, Surf Rescue Certificate and Nipper Rescue Certificate)
- First Aid Awards (Including Advanced Resuscitation and Pain Management)
- Power craft (IRB and RWC) Awards
- Beach Management Award

Expressions of Interest will be assessed by the Training and Education Department. Members with specific or a combination of skillsets to meet the above fields are encouraged to apply. The appointment of Education Advisors is a member development opportunity, and this will be taken into consideration as part of the selection process.

Please see attached documents that detail the role, responsibilities and selection criteria of the SLSWA Education Advisor.

Expressions of interest for these positions should be submitted on the prescribed nomination form (see attached), signed by the Nominee. Nominations must also be endorsed by the Nominees Club.

Nominations must be received by the SLSWA Training and Education Department by 5:00pm Friday September 4th 2020 by email to training@slnwa.com.au Successful nominations will be advised in due course by the Training and Education team. These appointments when made will continue until May 2021.

The SLSWA Education Advisor role will supersede the current volunteer Training Consultant role. The SLSWA Training and Education team will communicate new processes as required to cover any duties not being fulfilled by the new role.



James O'Toole
Chief Executive Officer

Attachment 1: Volunteer Education Advisor Roles and Responsibilities

The primary role of the Volunteer Education Advisor is to provide a centralised contact point for SLSWA volunteer Trainer/Assessor/Facilitators relating to their relevant SLSWA club training subject matter area. The Education Advisor will be responsible for assisting club Trainers and Assessors in delivery of their duties and aid individual development.

The Volunteer Education Advisor role provides support to and receives guidance from the Training and Education Development Officer and other SLSWA Staff and provides frontline feedback to SLSWA.

The Volunteer Education Advisor may be called on to assist in the delivery of training and assessment in clubs or regions that have limited resources or access to qualified personnel. The assistance could be delivered through a variety of means including phone, email and club visits. The Education Advisor may also be required to attend member training and assessment sessions to ensure the standards of SLSWA training and assessment delivery.

The role will only be utilised as necessary under the direction of SLSWA. The responsibilities and activities of the role will vary depending on the requirements of each situation and may include the following;

- Ensure courses comply with SLSWA Training and Assessment Resources.
- Assist clubs in meeting SLSWA expectations on training and assessment delivery.
- Assist in the delivery of Training and Assessment in a range of geographical locations (some regional travel may be required).
- Assist clubs in achieving sustainable plans towards trainer/assessor development.
- Provide support to club Education Officers.
- Observe Trainer/Assessor/Facilitator during training and assessment.
- Endorsement of new Trainer/Assessor/Facilitator.
- Provide guidance and mentorship to club Trainer/Assessor/Facilitators
- Provide feedback from club level to SLSWA.
- Any other initiatives as identified by SLSWA.

To undertake the role, an experienced Trainer/Assessor/Facilitator should have a flexible and adaptable attitude in a diverse training and assessment environment as well as the ability to engage a range of learner types.

Applicants are also required to maintain currency in essential relevant qualifications.



Attachment 2: Education Advisor Selection Criteria

Selection Criteria	Essential/ Desirable
Experience	
1. Current experience in one of the SLSWA training disciplines.	Essential
2. Experience in delivery of Training and Assessment of SLSWA member awards	Essential
3. An active member of a Surf Life Saving Club in WA.	Essential
4. Leadership within a team environment.	Desirable
5. Well-developed knowledge of SLS Awards structure	Essential
Skills	
1. Well-developed oral and written communication skills.	Essential
2. The ability to handle difficult situations with diplomacy.	Essential
3. Problem solving and decision-making skills.	Essential
4. A professional attitude and appearance.	Essential
5. The ability to engage with all learner types.	Essential
6. Excellent presentation and time management skills.	Essential
7. The ability to adapt in diverse environments.	Essential
8. Computer literacy.	Desirable
9. Strong facilitation and coaching skills.	Desirable
Qualifications	
1. SLS Trainer Award in one of the SLSWA training disciplines.	Essential
2. SLS Assessor Award in one of the SLSWA training disciplines.	Desirable
3. SLS Facilitator Award in one of the SLSWA training disciplines where applicable	Desirable
4. Certificate IV in Training and Assessment	Desirable
5. SLS Bronze Medallion	Essential
6. Current "C" Class driver's license or equivalent.	Desirable
Behaviour or Special Requirements	
1. Current Working with Children Check at all times	Essential
2. Availability on weekends and Public Holidays	Essential
3. Willingness to undertake travel to various locations as required.	Essential
4. Displays a high degree of integrity and trustworthiness	Essential
5. Enthusiastic, energetic and self-motivated, with a flexible and adaptable attitude.	Essential

Attachment 3: Nomination Form

**Expression of Interest:
SLSWA Education Advisor Role**

Expressions of Interest will be assessed by the SLSWA Training and Education Department and members with specific expertise in the required fields will be sought. SLSWA may interview applicants as part of the process. EOI must be submitted via email to training@sksa.com.au by 5pm, Friday September 4th 2020.

Appointment to these roles will be made by the SLSWA Training and Education Department. SLSWA will determine the suitability of all nominations based on skills and experience required to meet the Education Advisor Role objectives.

This Expression of Interest is made on behalf of: _____
Nominees Name

Education Advisor Subject field you wish to apply for:

(Please tick appropriate box)

<input type="checkbox"/>	Aquatic Rescue Awards (Bronze Medallion and SRC)
<input type="checkbox"/>	First Aid Awards (Including Advanced Resuscitation and Pain Management)
<input type="checkbox"/>	IRB Awards
<input type="checkbox"/>	RWC Award
<input type="checkbox"/>	Beach Management Award
<input type="checkbox"/>	Information Technology (Including the use of SLSA Apps and Hardware to support distance learning)
<input type="checkbox"/>	Advanced Life Saving Awards (Marine Search and Rescue)

Nominees Details

Full Name:	
SLSC:	
Date of Birth:	
Address:	
Contact Number:	
Email:	

Background/Experience

Please provide an overview of your background/experience in Surf Life Saving and skills with respect to the relevant selection criteria.

Nominees Endorsement

I, _____ agree to my nomination to the Education Advisor Role, and further acknowledge and agree to comply with the duties, responsibilities and codes of conduct of this position and SLSWA.

(Signature)

(Date)

Club Endorsement

Club Name	Name of Club Contact	Position of Club Contact
Signature		Date