

## **CHIEF TRAINING OFFICER**

**Responsible to:** Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Ultimately responsible for training group operations, as such should complete admin tasks e.g. surfguard entry.
- Liaise with Club Captain team as to patrol needs, skills mix and requirements developing training solutions where needed.
- Responsible for senior presentation event ensuring no-one is missed.
- Organise pre and post season meetings with trainers, Club Captain team etc and ensure all training equipment is in good order.
- Book October long weekend SRC assessment with Branch to be hosted at Dee Why.
- Book Club rooms for the Bronze assessment immediately after the October long weekend, weekday night for Dry and a day on the weekend for the Wet assessment.
- Book days as per calendar for training and proficiencies. Note BB room is max 20 persons or use Swan Lounge.
- Liaise with JAC and Youth Co-ordinator to organise SRC and SRC to Bronze courses over the October long weekend ensuring eligible members from Orange are included.
- Enter SRC and SRC to Bronze candidates into surfguard at least one week prior.
- Enter all courses into surfguard at the start of the course to ensure prerequisites are met including financial status.
- Liaise with Competition Manager to ensure all members intending to compete are proficient prior to 30<sup>th</sup> December.
- Organise Club assessors for central venue assessments based on Branch Education calendar, 1:6 ratio of our candidates attending.
- Input all proficiencies into surfguard and provide fortnightly updates to Proficiency Co-ordinator.
- Liaise with JAC Co-ordinator to ensure all nipper proficiencies are entered and up to date.
- Write a section, with pictures, for the monthly Club newsletter and Annual Report.
- Lead and develop a team of trainers who will develop personnel to meet the operational needs of the Club
- Follow procedures and protocols as outlined in SLSA and SOPs Training Division
- Attend Branch meetings (as required) and report to Branch and/or Club all relevant information

### **KNOWLEDGE AND SKILLS REQUIRED**

- Hold a Bronze Medallion
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic