Circular 022:08:13

To: Club Presidents

From: Emma Atkins – General Manager, Business Support

Date: 14 August 2013

Subject: Position Vacant – Volunteer Support Officer

Action: Applications close Friday, 30 August 2013

For additional details on this Circular please contact:
Emma Atkins on 03 9676 6912 or email recruitment@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

VOLUNTEER SUPPORT OFFICER

An exciting opportunity exists for a highly motivated and energetic individual to join Life Saving Victoria as a Volunteer Support Officer. You will work with our 57 Clubs across the state, supporting more than 28,000 volunteer members, servicing the Victorian community.

Life Saving Victoria is Victoria’s peak Water safety and Lifesaving organisation with a mission to prevent aquatic related death and injury across all Victorian communities. We strive to provide all Victorians with skills in water safety, swimming and resuscitation, along with access to safe beaches, inland water environments and aquatic venues. We achieve this by working with our members, communities, educational institutions, governments, and other organisations in the provision of best practice education, training, surveillance and rescue and risk management services.

You will be responsible for building and maintaining mutually beneficial and cooperative relationships of support between clubs, state, district and regional officers and the state centre. You will also be supporting the Clubs and membership across the state with integration and support of administration, infrastructure, IT systems, lifesaving services and reporting systems including troubleshooting, training and guidance.

The key responsibilities of the role include:

- **Relationship Management** - to foster positive and supportive relationships with clubs, committees, local councils and members.
- **Administration Capabilities** – support the development of Clubs efficiencies and independence in regard to their volunteer administrative capabilities through IT training, enhancement of systems and advice. Support activities and processes required to maintain affiliation with Life Saving Victoria
- **Club and State Officer Support** - supporting Club committees and State Officers, with tools, networks, resources and advice and transition and succession planning.
- **Resourcing and Training Support** - supporting Clubs and members with resources and engagement to enhance capabilities through IT support and training, training.
- **Supporting Activities** – support and promote clubs, regional and districts activities, including sport, membership and leadership, training, lifesaving state services, to support member retention, development, up-skilling and increase club capabilities.
With a continuous improvement mind-set, you will take an analytical approach to troubleshooting, with the ability to clearly demonstrate outcomes. You will be able to manage your own time to achieve key outcomes and prioritise multiple projects and needs, including those of clubs, volunteers and Life Saving Victoria.

You will have demonstrated ability to successfully communicate with various groups both internally and externally of a typical Life Saving Club operation.

We seek motivated, proactive thinkers, who enjoy working in a team environment. The successful applicant will have sound knowledge of Life Saving Victoria, with demonstrated customer service and communication skills, and a flexible, “can do” attitude.

Previous experience as an officer in a sporting or volunteer organisation would be advantageous. Qualification with units of competency in support/administration and Certificate IV in Training and Assessment desirable. Current Victorian Driver’s License and a Working with Children Check or the ability to obtain one is essential. You will need to be available for regular weekends during peak summer period and some regional travel will be required, with a car to be provided as part of the package.

In return, Life Saving Victoria offers salary packaging benefits, a flexible work environment, variety, work/life balance and the opportunity to be a part of a leading volunteer organisation.


Applications close Friday, 30 August 2013 at 5pm.
To be considered for this position, please forward your application with a covering letter, ensuring you address the key job requirements and capabilities as stated in the position description to:

Emma Atkins
General Manager – Business Support
Life Saving Victoria
PO Box 353
South Melbourne DC VIC 3205

Or email to: recruitment@lifesavingvictoria.com.au