

Position Summary	
Position Title:	Education Program Team Leader
Position Category:	Seasonal Casual
Area Of Operation:	Education Services
Reporting / Responsible To:	Education full-time employees
General Role Description:	<p>Oversee the delivery of the Life Saving Victoria (LSV) Open Water Learning Experience (OWLE) program and management of education program Instructors supporting in their delivery of activities to participants.</p> <p>Responsible for the risk management, stakeholder engagement, instructor supervision and OH&S of the program and for ensuring the program's instructing methods and techniques are consistently applied at all times in an enthusiastic, professional and safe manner.</p>
Key Responsibilities	
Program/Service Delivery	<p>Team Lead the delivery of the following education program: Open Water Learning Experience (OWLE)</p>
Communication	<p>Communication of daily delegations, specific instructions and updates to the instructors.</p> <p>Communicate courteously, professionally and regularly with peers, participants and teachers/coordinators.</p> <p>Periodically provide availability as requested and communicate with Education Staff regarding program feedback and organisation.</p> <p>Find a replacement for any rostered shift that cannot be attended as per the LSV defined process.</p> <p>Provide feedback on equipment, opportunities to improve and any concerns on programs.</p> <p>Appropriate use of public media, as per policies and procedures.</p>
Support	<p>Provide direction to colleagues and support to teachers/coordinators and participants during education programs.</p>
Professional Development	<p>Participate in all staff training workshops as required.</p> <p>Be responsible for maintaining and updating relevant qualifications as specified by LSV.</p>

Key Responsibilities

<p>Administration & Reporting</p>	<p>Responsible for providing all relevant documentation (digital/paper based) in a timely and accurate manner, within LSV's requirements.</p> <p>Be responsible for completing and communicating all Program Risk Management and Staff Performance reports for the Education FT staff.</p> <p>Be responsible for completing and communicating first aid reports for all incidences to Education Staff.</p> <p>Program and equipment report forms must be completed prior to, during and upon completion of allocated programs.</p>
<p>Meetings</p>	<p>Attend and contribute to relevant meetings, as required.</p>
<p>Human Resources</p>	<p>Support Instructors; escalate performance or program concerns, opportunities for improvement or general issues.</p> <p>Monitor and promote the Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.</p>
<p>OH & S</p>	<p>Ensure the compliance of OHS guidelines and procedures, using protective clothing or equipment provided at all required times.</p> <p>Identify hazards, monitor and assess risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace.</p> <p>Demonstrates duty of care, consider own safety and the safety of others at all times.</p> <p>Ensure that staff: student ratios are followed on programs or as directed by Education Staff.</p> <p>Ensure all program staff conduct themselves in line with risk assessment methodologies, inclusive of occupational health and safety and emergency procedures.</p> <p>Report all incidents or potential hazards to Education Staff and/or Manager - Education Services.</p>
<p>Safeguarding Children and Young People</p>	<p>Understand and comply with the guidelines of the LSV's and SLSA's Safeguarding Children and Young People.</p> <p>Address and escalate any concerns with participants and/or instructors wellbeing in line with LSV protocols.</p> <p>Ensure instructors understand and comply with the guidelines of the LSV's and SLSA's Safeguarding Children and Young People.</p>

LSV Core Values

<p>Organisational Expectation</p>	<p>Willingness to recognise and embrace LSV's core values when making decisions and working with our volunteers, clients, community and each other</p> <ul style="list-style-type: none"> • Positive and respectful relationships (cultural and intergenerational) • Being open, welcoming and inclusive • Personal development through a commitment to lifesaving • Develop healthy lifestyles • Taking personal responsibility for betterment • Being relevant in today's and tomorrow's society • Efficient and appropriate use of available resources • Building stronger and safer communities
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Job Competencies

<p>Essential Competencies:</p>	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills with a variety of stakeholders • Flexibility with working hours • Demonstrated teaching and/or program delivery experience • Experience working on LSV Education Programs or similar • Ability and experience to direct a team of staff and work within a team • Ability to work with a diverse range of people, including CALD groups • Excellent knowledge of LSV's Education, Royal Life Saving Society (RLSA) and Surf Life Saving Australia (SLSA) programs, resources and services <p>Qualifications:</p> <ul style="list-style-type: none"> • LSV Community Surf Life Saving Certificate; or • SLSA Bronze Medallion • Provide First Aid • (Employee) Working With Children Check • Current Victorian Driver's License
<p>Desirable Competencies:</p>	<ul style="list-style-type: none"> • Understanding of Quality Assurance principles • Experience in volunteer, lifesaving and/or sport development • Ability to travel to regional areas to deliver programs