



Surf Life Saving Central Coast

Position Description: Manager of Diversity







Responsible to:

Board of Member Services (BOMS)







Reports to:

Director of Member Services









Functional Relationships:


-  Club Development Officers
-  Club Management Committees
-  Support Officer
-  BOMS
-  Director of Member Services
-  Club diversity and/or cultural liaison

Responsibilities:

-  Provide and/or develop Culturally and Linguistically Diverse (CALD) programs from Surf Life Saving or other sources to support member's development
-  Identify demographic and community trends present around clubs on the central coast
-  Recruitment of members from diverse backgrounds (backgrounds include but are not limited to culture, language, disability)
-  Attend monthly BOMS meetings
-  Establish that all clubs have a diversity Officer and liaising with them
-  The education and information to Clubs of SLSA diversity and inclusiveness policies



Desirable Attributes:

-  Sound organisational skills
-  Sound time management skills
-  Sound computer skills - Microsoft office, excel and outlook.
-  Public speaking ability
-  Sound leadership skills
-  Excellent written & oral communication ability
-  Able to manage people effectively
-  Willing to learn new skills if necessary



-  Ability to work in a team environment.

Statement of Duties:







Data gathering

-  Investigate demographic trends on the central coast and in surrounding areas and use this to guide program development
-  Ensure that clubs are aware of the population trends in their area and the communities/groups that contribute to their activities as stakeholders












Recruitment

-  Ensure all clubs have access to recruitment resources- particularly culturally or linguistically appropriate resources.
-  Liaise with leaders of community groups and form strategic partnerships

Program Development

-  Ensure that clubs have a diversity officer and Liaise with them
-  Implement existing Surf Life Saving and/or other diversity programs in consultation with clubs.
-  Develop sustainable Diversity programs for SLSCC and clubs
-  Source avenues for funding to support diversity programs
-  Monitor each clubs diversity activities and report on these to the BOMS
-  Liaise with the support officer to ensure the organisation and development of SLSCC run diversity programs

Administration

-  Be a Manager for the BOMS.
-  Initiate visits to clubs on diversity matters
-  As required, assist in other development activities.
-  Be prepared to undertake additional programs and give advice or same when so requested by the Director of Membership Services.
-  Advise the Board upon reports and recommendations received from officers, appropriate staff, members and other forums, established from time to time to consider and recommend upon diversity matters.
-  Attend the BOMS meetings and provide monthly reports
-  Be prepared to attend meetings, conferences and forums that are convened and will affect upon Member diversity.
-  Contribute to an annual review of the Board of Member Services Programs
-  Ensure that accredited programs from Surf Life Saving and other sources, to support diversity, are offered to clubs.
-  Liaise with the Support Officer.
-  Ensure the presentation of relevant seminars associated with portfolio

Time Commitment

The position of SLSCC Manager of Accreditation & Development is a voluntary position which requires a commitment of time and energy required to complete the duties of the position.