



SURF LIFE SAVING
NORTHERN REGION

POSITION DESCRIPTION

JOB TITLE:

MANAGER – PEOPLE, CULTURE AND CLUB DEVELOPMENT

ABOUT SURF LIFE SAVING NORTHERN REGION (SLSNR):

SLSNR IS THE PRIMARY ORGANISATION FOR DELIVERING BEACH AND COASTAL DROWNING PREVENTION OBJECTIVES IN THE UPPER NORTH ISLAND OF NEW ZEALAND.

OUR VISION: OUR COMMUNITY PARTICIPATING IN SAFE ENJOYMENT OF OUR COASTLINES

OUR MISSION: PREVENTING BEACH RELATED DEATH AND INJURY ON OUR COASTLINES

OUR THREE MISSION CRITICAL STRATEGIC THEMES (2018 – 2021):

DEVELOPING OUR PEOPLE: SUPPORTING OUR CLUBS TO GROW CAPACITY AND CAPABILITY

EVIDENCED BASED DELIVERY OF SERVICE: USING EVIDENCED BASED PRACTICES TO DELIVER TO THE LONG TERM NEEDS OF OUR MEMBERSHIP, AND THE PUBLIC WHO USE OUR COASTLINE

OPPORTUNITIES FOR EVERYONE: WORKING TO ENSURE OUR MOVEMENT IS OPEN, INCLUSIVE AND THAT WE PROVIDE OPPORTUNITIES ACROSS ALL AREAS OF OUR OPERATION – FOR ALL ABILITIES

OUR VALUES:

COMMITTED TO THE WELLBEING OF OUR MEMBERSHIP

ACHIEVING GREATER OUTCOMES THROUGH COLLABORATION

SERVING THE PUBLIC COURAGEOUSLY

STAKEHOLDER RELATIONSHIP PREMISED ON TRUST AND HONESTY

THE MAURI OF WAITAI AND ITS IMPORTANCE TO OUR IDENTITY

THE NEED TO CONTINUALLY REVIEW AND INNOVATE

THE IMPORTANCE OF SURF LIFE SAVING'S CULTURE

WWW.LIFESAVING.ORG.NZ

This position description describes the duties that the appointee will be expected to undertake. It should not be regarded as a complete an exhaustive list and does not prevent the addition, alteration, or deletion of duties from time to time as determined by the Chief Executive

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RESPONSIBLE FOR:

- Oversight of SLSNR member development, club sustainability and volunteer welfare

FUNCTIONAL RELATIONSHIPS:

- SLSNR Surf Life Saving Clubs & Key Officers
- SLSNR Operations Team
- Membership Development Advisory Group
- Relevant SLSNZ Staff Members
- Sector partners and stakeholders

REPORTS TO:

Operations Manager

LOCATION:

Auckland

OBJECTIVE:

- To support SLSNR member clubs in creating a healthy volunteer culture and maintaining sustainable volunteer organisations through the provision of best practise resource and advice
- Work with clubs on an annual basis to audit current sustainability and develop the club and local strategic outcomes that deliver on growth required
- Provide the Board and stakeholders with relevant insight on current challenges and opportunities for club sustainability, people and culture, and member development

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MANAGER – PEOPLE, CULTURE AND CLUB DEVELOPMENT

RESPONSIBILITIES:

- Support member clubs in delivering member and club development strategic objectives set out in the SLSNR Strategic Plan 2018 – 2021
- Support, inform and act as lead administrator to the Membership Development Advisory Group, with a specific role to assist the Chair of the Advisory Group with its management and workflow
- Liaise with SLSNZ and other relevant organisations to ensure an integrated approach for delivery as well as ensuring SLSNR complies with legislative requirements relating to health and safety and welfare
- Support clubs to carry out activities through a risk management framework and achieve compliance with relevant H&S laws
- Ensure adequate consultation and communication of changes in policies and procedures to clubs, volunteers and stakeholders
- Provide relevant resource, information and communications to the membership in a regular, timely manner
- Co-ordinate and oversee a process of change management for all key projects
- Support investigations into member welfare, Health and Safety and club governance issues. Recommend and implement appropriate remedial and/or punitive action where appropriate
- Establish a continuous monitoring, review and improvement process for membership development, people and culture outcomes
- Set and manage operational budgets, being aware of income as well as expenditure
- Liaise with finance team to ensure quotations and invoicing are conducted promptly by established policies and procedures
- Marketing of any programmes designed to help clubs develop via newsletters, print advertising and other advertising mediums

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SKILLS AND EXPERTISE REQUIRED

The appointee should have and be able to demonstrate:

- A broad understanding of volunteer management and incorporated society governance. It would be preferable for this to be in a Surf Life Saving or similar organisation.
- The ability to lead, coach, develop, motivate, support and positively influence a network of volunteers and committees
- Excellent relationship management skills with the ability to establish and maintain a wide variety of stakeholder relationships, both internal and external
- Project management experience – a start to finish approach with proven ability to successfully manage a number of concurrent activities producing high-quality outputs and meet deadlines.
- Experience in planning and managing budgets and cost centres.
- A track record of successfully implementing change.
- Well-developed communication skills – especially written communications.
- Strength in problem-solving, critical and analytical thinking
- Ability to be hands on in delivery of programmes and innovations.
- The ability to see the big picture while paying attention to detail.
- A positive and professional approach, reflecting our values.
- An understanding of learning and development pathways.
- IT literacy.
- A proactive trouble-shooter.

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KPI'S

CLUB AND MEMBERSHIP DEVELOPMENT

- Implementation of localised long-term capability plans, supporting the growth of all member clubs
- Develop and communicate an agreed membership consultation process
- Development and implement the annual club work plan
- Oversight of police vetting process across clubs and SLSNR
- Delivery of H&S development programmes, and compliance monitoring

OPERATIONAL CAPABILITY

- Continuous delivery of efficient, flexible learning and development opportunities in the volunteer management space

AN ORGANISATION THAT PROVIDES OPPORTUNITIES FOR EVERYONE

- Provide opportunities for wide-reaching community engagement in Surf Life Saving
- Support the profiling and publication of surf lifesaving volunteers

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