

Online Learning & Design Officer



POSITION DESCRIPTION

Reports To:	Online Learning and Design Lead
Location:	Any SLSNZ main office (Auckland, Mt Maunganui, Gisborne, Wellington, Christchurch, Dunedin)
Position Status:	Part-time role, 30 hours per week. Some weekend and evening work is required.
Direct Reports:	Nil
Key Relationships:	National Education Team All regional and national staff Chief Examiners, Examiners, Instructors, Facilitators Search & Rescue Squads Training providers and suppliers SLSNZ Members
Date Prepared:	December 2024

ABOUT SURF LIFE SAVING NEW ZEALAND

As Aotearoa's leading beach & coastal safety, drowning prevention and rescue authority, we are truly unique, delivering proactive lifeguarding & essential emergency rescue services, a range of public education beach safety programmes, member education, training & development as well as a highly respected sport. With New Zealand having one of the highest rates of drowning (per capita) in the OECD, we are committed to changing this with a vision to have zero preventable drownings on our beaches.

We do all this as a for purpose organisation and while we are well supported by central and local government we are not fully funded so rely on the generosity of the public, commercial partners, foundations, and trusts for donations and financial contributions to lead and support our incredible front-line volunteer lifeguarding services. SLSNZ is the national association and represents 74 Surf Life Saving Clubs with 18,000 plus members, including more than 4500 volunteer Surf Lifeguards. Lifeguards patrol over 80 locations in summer and provide year-round emergency call-out rescue services throughout Aotearoa, saving hundreds of lives each year and ensuring thousands return home safe after a day at the beach.

OUR ORGANISATIONAL CULTURE STATEMENT

People are at the heart of everything we do. We support our clubs, volunteers and each other through our values of: Collaboration • Integrity • Respect • Wellbeing • Fun

We are an organisation that our People are proud to work for and our whanaungatanga (sense of kinship, connection, relationships through shared experiences and working together) provides our people with a sense of belonging.

POSITION PURPOSE

The purpose of this role is support the effective development of the SLSNZ online learning platform and educational development of programmes and resources throughout the SLSNZ qualifications and awards framework. This includes;

1. Supporting the learner experience and applying design thinking within our online learning and development approaches and curriculum content.
2. Managing multiple projects for the design and development of current/new online learning solutions including Search and Rescue.
3. Maintaining current course materials and teaching technologies (handbooks, online learning tools, video creation/editing, audio etc.)
4. Supporting clubs and SLSNZ staff to ensure key programmes and services are delivered to the membership in compliance with SLSNZ policies and procedures.
5. Maintain and enhance relationships with key stakeholders to ensure the overall sustainability of the educational framework.

KEY RESPONSIBILITIES

Development & Learning Design	<ul style="list-style-type: none"> • Analysis, development and creation of new and existing education online learning resources throughout the SLSNZ qualifications and awards framework. • Develop and maintain online learning modules and provide support and training to staff and clubs. • Troubleshooting and providing appropriate guidance to clubs and SAR squads around online learning education, training and development issues they may face. • Support and/or facilitate reviews as necessary to ensure online modules and or course curricula are current and appropriate. • Administration of the Learning Management system. • Additional responsibilities can be negotiated to suit the strengths and experiences. • Undertake special projects based on personal strengths and interest areas. • Ensure programme and resource development alignment to Education Philosophy. • Other tasks and projects as identified by the National Education Manager.
Leadership & Culture	<ul style="list-style-type: none"> • Be an active participant and contribute to the strategic planning of the National Education Team. • Support and advocate for a positive staff culture that has a strong learner-centered ethos to deliver better outcomes for the membership. • Work alongside the Education team to build a culture of continuous learning across SLSNZ • Be an advocate for Member Education and Surf Lifesaving New Zealand in relevant forums.
Health, Safety, Risk and Welfare (HSRW)	<ul style="list-style-type: none"> • Ensure up-to-date HSRW policies and procedures are appropriately incorporated into relevant learning material.

SKILLS & QUALIFICATIONS

Essential

- 4+ years learning and development experience.
- Qualifications and working knowledge that support the understanding and application of pedagogical and learning design principles.
- Education, training development and online learning design experience.
- Experience administering a Learning Management System (LMS).
- Instructional design experience across a range of contexts, course design and delivery systems (self-paced, eLearning, face to face)
- Experience in facilitating and enabling change through learning.
- Proficient using Adobe suite, Articulate 360, Rise and Storyline.
- Proficient using Microsoft suite especially excel.
- Ability to analyse training/learning needs, identify learning objectives and design and implement learning solutions to meet these.
- High level oral and written communication skills, including attention to detail.
- Project management experience and skills.
- An ability to develop and present content to a range of audiences.
- Strong digital literacy and experience developing learning material with a range of software and digital platforms.
- Strong time management skills
- Demonstrated capacity to develop strong internal and external stakeholder relationships.
- Able to take the initiative, prioritise competing work demands and meet deadlines.
- Integrity to work unsupervised.
- Passion to perform and contribute to SLSNZ.
- Strong networking and relationship-building skills.
- The ability to relate to people at all levels.
- Respect from the clubs / or will earn respect quickly (credibility).
- Nonbiased approach towards any club or activity within SLSNZ.
- Broad base of knowledge and experience across charitable, not-for-profit, sporting or volunteer organisations.

Desirable

- Facilitation and coaching skills.
- Knowledge of SLSNZ's member education programs and national education framework.
- Broad base of surf lifesaving knowledge i.e. sport and lifesaving.

PERSONAL ATTRIBUTES

Leadership:

- Empowers and inspires others.
- Consistently demonstrates professionalism.
- Positively represents team members and SLSNZ.
- Strong work ethic and personal drive.

Relationship Building:

- Able to map current networks.
- Seeks to grow and enhance networks.
- Builds rapport and trust.
- Known and spoken well of by others.
- Able to manage conflict.

Planning and Alignment:

- Takes personal ownership of tasks and activities.
- Develop clear plans to achieve goals.
- Monitors progress against plans and takes action when things get 'off track'.

Collaborative Decision Maker:

- Consult with others to ensure everyone is working together.
- Open to receiving feedback from different perspectives.

Leading Change:

- Makes the case for change.
- Implementing change.
- Sustaining change.