

# National Event Water Safety and Logistics Manager

## POSITION DESCRIPTION



**SURF LIFE SAVING®**  
NEW ZEALAND

<b>Reports To:</b>	National Sport Manager
<b>Location:</b>	Tauranga/Mount Maunganui (preferred)
<b>Position Status:</b>	Permanent Full Time
<b>Direct Reports:</b>	Nil
<b>Key Relationships:</b>	SLSNZ employees and key volunteers, event suppliers and organisers, SLS clubs and committees, National sport committees and advisory groups, coaches and officials.
<b>Date Prepared:</b>	July 2025

### ABOUT SURF LIFE SAVING NZ

*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 that No one drowns at the beach in Aotearoa New Zealand.*

*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.*

[Surf Lifesaving NZ - Homepage](#)

### 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

To support the capacity and capability within clubs to deliver high quality Event Safety for SLSNZ's water-based events, through leading the implementation of member development opportunities. This role will also provide the critical logistical support required to deliver key SLSNZ Lifesaving Sport events.

### KEY RESPONSIBILITIES

<b>Internal Event Water Safety</b>	<ul style="list-style-type: none"><li>Engage with National &amp; regional SLSNZ Sport Event Managers regarding the provision of EWS Services for SLSNZ events</li><li>Review &amp; support development of Competition Safety Plans for identified events</li></ul>
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	<ul style="list-style-type: none"> <li>• Coordination &amp; Management of EWS personnel to deliver event safety services &amp; support at identified events.</li> </ul>
<b>Member Development &amp; Club Support</b>	<ul style="list-style-type: none"> <li>• Support the implementation of Event Safety development framework and member training opportunities at clubs, region &amp; national level.</li> <li>• Support the development, coordination and database of active EWS personnel</li> <li>• Maintain systems, processes, policies &amp; procedures relating to EWS.</li> <li>• Support the process of obtaining and maintaining compliance for the delivery of event safety</li> </ul>
<b>Event Logistics Support</b>	<ul style="list-style-type: none"> <li>• Support the National Event Manager in preparing, planning and providing logistical support required for identified SLSNZ Events</li> <li>• Effective management, maintenance and, servicing and/or replacement of SLSNZ sports equipment.</li> <li>• Advice and support SLSNZ regions with best practice equipment management and maintenance.</li> <li>• The safe and effective transportation, pack in, set-up and pack out of event infrastructure.</li> <li>• Coordinating and managing volunteer work parties for identified events.</li> </ul>

## SKILLS & QUALIFICATIONS

1. Knowledge of Surf Life Saving & Surf Life Saving Sports
2. Event/project Management experience
3. Strong understanding of the challenging conditions and unique risks of outdoor/water environments and application of relevant Health & Safety, Water Safety and Maritime policies and procedures
4. Excellent time management & ability to work on multiple projects concurrently
5. Excellent communication and relationship management skills in particular with volunteers
6. Good level of administrative and IT skills
7. Problem solving skills and basic mechanical knowledge (assembly and disassembly of equipment).
8. Ability to work weekends and integrity to work unsupervised
9. Clean drivers licence and comfortable towing trailers
10. Good level of physical fitness with ability to lift and carry equipment safely and work long days in a beach environment

## PERSONAL ATTRIBUTES

- Ability to lead and manage a team with multiple direct reports
- Excellent relationship management skills.
- Excellent communication skills - verbal and written.
- Attention to detail.
- High degree of IT literacy
- Problem solving ability.
- High degree of professionalism and integrity.
- Ability to work unsupervised, is a self-starter
- Passion to perform and contribute to SLS.
- Respect from Clubs / or will earn respect quickly (credibility).
- Non-biased approach towards any Club or activity within SLS.
- Understands sound governance practices and process

## ADDITIONAL INFORMATION FOR APPLICANTS

Dates	Event	Location
December 6 & 7	Whangamata Classic & NZ Surf Boat Trial	Whangamata
January 23 - 25	Eastern Region Championships	Mount Maunganui
January 31 – February 1	bp North Island IRB Championships	Paekakariki

February 6 & 8	Trans-Tasman Surf Boat Challenge	Waihi
February 19 - 22	Oceans 25	Mount Maunganui
March 5 - 8	AON New Zealand Surf Life Saving Championships	Ohope
March 28 - 30	bp New Zealand IRB Championships	Gisborne

**Please Note:**

- Events dates & locations are subject to change.
- Events have multi-day pack-in/pack-out days either side of event dates.
- Attendance to and/or support of all listed events may not be required
- Additional events not listed may require SLSNZ expertise/support