



JOB DESCRIPTION – MEMBER PROTECTION INFORMATION OFFICER

Responsible to: Club President

RESPONSIBILITIES AND DUTIES

- Ensure the safety and welfare for Club members
- Assist in grievance and complaints resolution
- Act as an impartial body, offering a sounding board to bounce ideas off
- Identify options for resolution of conflicts and grievances
- Refer complaints and grievances to other bodies in conjunction with the complaints and grievance flow chart
- Awareness of Child Protection, Anti-Harassment and Discrimination, Codes of Conduct, Member Protection and other relevant policies
- Liaise with members of the Club, President and other bodies
- Ensure completion of Prohibited Employment Declaration form by all members

KNOWLEDGE AND SKILLS REQUIRED

- Possess good interpersonal and communication skills
- Possess a good understanding of Club, State and National Surf Life Saving policies and Procedures
- Good organisational skills