



Circular 06:01:08

To: Club Secretaries
Interested Parties
Club Presidents

Cc: LSV Board
LSV Staff

From: Brooke Irvine
General Manager – Education and Training

Date: 9 January 2008

Subject: Support Officer – Trainer and Assessor

Action: Applications to below email address by 21 January 2008

Life Saving Victoria, established in 2002 is Victoria's peak Water Safety and Lifesaving organisation with a mission to prevent aquatic related death and injury across all Victorian communities. We strive to provide all Victorians with water safety, swimming, resuscitation, and safe beaches, water environments and aquatic venues.

We achieve this by working with our members, communities, educational institutions, governments, and other organisations in the provision of best practice education, training, surveillance and rescue and risk management services.

Life Saving Victoria requires a proven professional with outstanding communication skills, commitment to quality outcomes and strong attention to detail. Commercially you are a sound and proactive thinker and enjoy working in a dynamic and motivated team environment and with volunteers.

The Support Officer – Trainer and Assessor will provide leadership and direction for a small team of staff and Volunteers while monitoring the delivery of Life Saving Victoria's (LSV) training programs and services across the State, with a focus on client relations and program development, while ensuring all stakeholders are regularly informed with current training strategies and requirements.

Candidates applying for this role must have sound knowledge of RTO training packages, AQTF compliance and curriculum development and training. You will have relevant tertiary qualifications and sound business skills.

In return Life Saving Victoria will provide an attractive remuneration package and a fabulous work environment, office amenities and facilities.

A Position Description is available upon request by phoning 9676 6941.

To be considered for this position, please forward your application to:-

Ms Brooke Irvine
General Manager Education and Training
Life Saving Victoria
PO Box 353
South Melbourne DC VIC 3205

Or email to:-

brooke.irvine@lifesavingvictoria.com.au

Applications close Monday 21 January 2008.

For additional detail on this Circular contact: Brooke Irvine
Email brooke.irvine@lifesavingvictoria.com.au or by phone (03) 9676 6941
Circulars are also available at www.lifesavingvictoria.com.au
Address: PO Box 353 South Melbourne DC 3205