

The Darwin Sailing Club is seeking interested and eligible members to fill roles within its governance structure. This Position Description outlines the key attributes, duties and responsibilities for the position of:

Rear Commodore - Training

Darwin Sailing Club (DSC):

Vision:	Mission:
Excellence in sailing and harbour side hospitality	To encourage a wide range of sailing activities and training utilising the clubhouse and facilities for recreational, hospitality and social use of members and guests.

DSC Organisational Structure

The Darwin Sailing Club (DSC) Board consists of 5 elected office bearers and 2 Board appointed office bearers, including:

- Elected:
 - Commodore
 - Vice Commodore
 - 3 x General Board Members
- Board Appointed:
 - Treasurer
 - Secretary

The Board's primary role is one of stewardship and trusteeship on behalf of stakeholders/members, ensuring the Club remains viable and effective in the present and in the future. The Board is ultimately accountable for all organisation matters, including establishing the Club's strategic direction and priorities, in line with the Club's Mission and Vision.

The delivery of services and the Club's Mission are supported by an additional 2 elected office bearers, and 6 Board-appointed positions. These include:

- Elected:
 - Rear Commodore Training
 - Rear Commodore Sailing
- Board Appointed:
 - General Manager
 - Asset Management Officer
 - Governance Officer
 - Hospitality Officer
 - Publicity Officer
 - Membership Officer

Each of these roles has a distinct role to play in supporting the delivery of key services by providing guidance to DSC staff, through the General Manager, and by acting as a conduit between staff and the Board in their respective area of responsibility.

The organisational structure, showing the reporting arrangements, is attached to this document.

Rear Commodore - Training

Purpose of the role	Oversee the development of the annual DSC training program to encourage membership and engagement in the sport
Relationships	This position acts as a conduit between the Board, the DSC General Manager and the Sailing Manager to provide members and potential members with the opportunity to build their sailing skills and engagement with the Club, through the implementation of “Start Sailing” and other sailing products developed by Australian Sailing. This position requires the incumbent to develop and maintain strong and professional working relationships with Board members, key DSC personnel and peak bodies such as Australian Sailing.
Role specific tasks and responsibilities:	<ul style="list-style-type: none"> • Provide guidance and support for DSC General Manager and the Sailing Manager in the planning, implementation and evaluation of sailing programs and products • Chair the Training Sub-Committee, ensuring that the Training program delivers outcomes consistent with the Club’s Mission and Vision, whilst supporting and building membership • Oversee the preparation of the annual sailing training program of events • Oversee the quality control associated with the delivery of accredited programs, including ensuring that the instructors are suitably qualified and experienced, and that the equipment meets minimum standards and requirements • In conjunction with the Sailing Manager, recommend an appropriate pricing structure for sailing training products • Work with the Publicity Officer in the development of promotional activities and materials to support the training program, identifying appropriate media • Work with the Maintenance Manager and Bosun, in developing priorities for asset maintenance and replacement • Liaise with Rear Commodore- Sailing, and the Hospitality Officer to ensure training and sailing calendars/events are not competing for resources • In conjunction with the Rear Commodore- Sailing and the General Manager, undertake the performance appraisal of the Sailing Manager • Represent the DSC as the public spokesperson for training events and promotions • In conjunction with the Sailing Manager, assist with the recruitment of instructors (volunteers and paid), ensuring they are appropriately experienced and qualified • Resolve any complaints arising from the training program • In conjunction with the Club Treasurer, the Sailing Manager and the Club Manager, oversee the development, implementation and management of the Training budget • Provide input into recommendations for the management of assets associated with the training program, including boats, dinghy and other infrastructure, for Board consideration • Report on the Training activities and program and outcomes, to members and the Board • Collate statistics and data in relation to training program participation and report as required

	<ul style="list-style-type: none"> • Ensure high professional standards are developed and maintained
Reporting	This position is expected to prepare a monthly written report for the Board, in conjunction with the General Manager
Method of appointment	Appointed by the Board for a 2-year term

Preferred skills or requirements	<ul style="list-style-type: none"> • Relevant experience in a leadership role • Understanding of Australian Sailing training products and required program/module delivery methods • Understanding of the DSC key objectives goals and desired outcomes • Understanding of governance requirements of leading and chairing a subcommittee in a volunteer environment • Practical knowledge of sailing, including familiarity with small keel bats, dinghy and others
Key skills/abilities	<ul style="list-style-type: none"> • A solid understanding of Australian Sailing products and modules • Ability to prioritise work tasks, meet deadlines, seek guidance when required, but work with minimal supervision • Strong networking skills and effective communication skills • Good understanding of media platforms, including social media, print, radio and television. • Excellent organisational and time management skills and well-developed oral and written communication skills • Strong commitment to continuous improvement and pursuit of innovation • Demonstrated problem solving and analytical skills • Willingness and ability to prepare regular reports
Experience and knowledge	<ul style="list-style-type: none"> • Previous experience in delivering accredited/endorsed training • Preferably previous completion of the relevant Australian Sailing products and modules •
Personal attributes	<ul style="list-style-type: none"> • Genuine interest in sailing and the Darwin Sailing Club