

Unit Training Officer Job Description

Responsible to the Unit Board/Committee

Key Relationships

- Unit volunteer members
- Regional Manager and other regional staff
- SAR Tutor
- CBES Tutors & staff
- Training Offices in other Units

Purpose of the Position

To manage the provision of training for all unit volunteers to enable them to achieve the appropriate qualifications for their roles within the Unit.

Responsibilities

1. Discuss with individual unit members their desired qualification level, their previous relevant training and qualification and set up an individual training plan identifying the courses and expected timeframes for achievement of their training goals. Monitor progress of individuals in achieving their training goals.
2. Develop an understanding of the relevant training matrix for all relevant training and qualifications for the Unit, and the CNZ and regional Training and Development Policies
3. Advise Regional Office of new unit members details for the national database and keep training records, contact and personal details up to date.
4. In consultation with the Board, write an annual unit training plan that identifies which courses need to be held during the year and liaise with the Regional to arrange dates and tutors.
5. Ensure all members receive quality training and equal opportunities to train and achieve their qualifications goals.
6. Work with the local SAR Tutor and Skippers to organise 'on water' or 'in air' training as required for completion of Coastguard qualifications. Maintain records of participants on courses and update database.
7. Work with Unit Safety Officer and Skippers to organise ongoing refresher training (see SSM drills etc) to ensure maintenance of boat handling, SAR and safety skills. Maintain records of all training activities and participants.
8. Communicate all upcoming training activities to unit members by posting a training schedule on notice boards, and speaking to individuals who need to attend the specific courses to achieve their agreed training plans / qualifications.
9. Liaise with the Unit Board and Treasurer to agree a training budget for 'on water' or 'in air' training for the year. Manage the budget in association with the Treasurer.

10. Assist with the Coordination of SAREX with Unit members, other local Units and SAR partners.

11. Work with the Unit Safety Officer to facilitate Induction Training for all new volunteers.

Knowledge and Skills

Ideally the Unit Training Officer should be someone who can

- Interact and communicate well with others
- Work in a collaborative way with others to achieve agreed outcomes
- Commit to giving the time and energy needed to produce professional, competent and confident volunteers
- Manage time and resources to ensure training is effective

Supporting Information for Training Officers

Why are training plans important?

A training plan is an important roadmap for how the volunteer will achieve the required competencies to achieve the appropriate qualifications e.g. Coastguard Certificate of Competency (CoC). While training plans are not compulsory, it is recommended that the Training Officer has a conversation to discover the level of competency each individual member wishes to achieve. For example not all wet crew members wish to become 'Masters' some are happy with achieving Operational Crew status.

A training plan should include

- Courses required to achieve the level of competency desired by the volunteer
- The priority and time frame the volunteer wished to take to achieve the desired level i.e. do they want to achieve as quickly as possible or over a number of years?
- Date for review of progress
- Relevant qualifications already achieved that an application for 'recognition of prior learning' will be made

It may be that individual(s) attend a training course being held at another unit from time to time if there are not enough members of the unit needed a particular course to complete their qualification. Discuss this with the Regional Office.

Practical experience is a vital component of the training process

Providing opportunities of volunteers to gain practical experience is a vital step towards qualifications. Ensuring that all volunteers have the opportunity to participate in training exercises with a Senior Crew member or Skipper providing undertaking a mentoring role is important.

Unit Training Officers are not expected to deliver training themselves but to organise with Unit members with relevant qualifications and experience to provide practical training at a scheduled time on a regular basis. Or to organise with the Regional office for appropriate Tutors to be engaged to deliver specific courses.

SAREX

It is important that regular SAREX are organised to provide volunteers with an opportunity to test their skills and competencies in as realistic as possible manner. SAREX should involve Police and other SAR partners in the local area who would be involved in a real incident.



This helps build relationships and understanding of each parties roles and responsibilities. SAREX can be practical or desktop exercises.