

Position Description



Role Title: Training Co-ordinator
Business Group: Coastguard Auckland
Reporting to: Operations Manager

Purpose of the Training Coordinator

The purpose of this position is to provide professional guidance and support to Coastguard Auckland volunteers to enable them to deliver high quality marine search and rescue on the Hauraki Gulf.

Co-ordinate Matrix training

Ensure volunteers have access and awareness of upcoming opportunities listed on LMS

Ensure full range of courses available as per the LMS.

Follow up available places on other grade courses with appropriate volunteers.

Co-ordinate practical assessments with Coastguard New Zealand instructors and volunteers.

Identify the training needs/ gaps and address them with a "not one size fit all" approach

LMS Training: assist volunteers with modules, courses, plans, documentation and sign off.

Associated Training

Make leadership training, outside Coastguard internal training events, available to appropriate volunteers.

Create a prospective Master training group with a focus on getting more volunteers to Skipper level who fit the criteria.

EMA Courses: promote these where applicable, to the appropriate volunteers.

KPIs

Course Bookings	Measure	Priority
Ensure volunteers have access and awareness of upcoming opportunities	Availability of all Matrix modules via LMS Course reminders sent out to volunteers where applicable. Maintaining average achievement statistics	AA
Ensure crew have resources required for success - Log books - Access Cards - Training materials - Appropriate access to online tools and information including COASTGUARD NEW ZEALAND LMS	Go to Green	A
Follow up compliance training	Compulsory training maintained including MOSS & First Aid	A

Printed Resources	Measure	Priority
Keep crew room printouts up to date	Current for group training events, or less than 2 weeks old.	B
Maintain notice boards	Sufficient transmission of expectations to volunteers	B

Co-ordinate training nights

Practical Training Evenings: First and third Tuesday of every month except end of December and early January.

Practical Training Plan: Annual Plan

Mandatory aspects of training according to policy – Collregs, Pool exercise PENTHROX.

Maintaining standards regarding navigation, first aid, local area familiarisation

Integrate training across all sections / vessels

Mechanism for continually upskilling all operational members Interest

External or internal speakers on relevant topics

Reactionary training – response to incident / accidents

Monitor attendance

KPIs

TRAINING	Measure	Priority
Ensure sufficient volunteers at all levels by: <ul style="list-style-type: none"> • Ensure timely progression through training • Coastguard Auckland specific training plan • Coastguard New Zealand specific training plan • Training succession planning • Maintain training database • Assist with and encourage LMS use 	Go to Green	AA
Further skill program to upskill current volunteers at all levels. <ul style="list-style-type: none"> • Training Night • Identify training gaps • Promote additional training opportunities • Promote Coastguard New Zealand training as applicable • Leadership skills for skippers 	Training night attendance and satisfaction plot (including grade analysis) delivered 3 times per year.	C

Volunteers' recruitment and candidate Management

Recruiting suitable candidates in collaboration with other staff or volunteers.

Welcome evening

Training co-ordination – early stages

Placement on boats at weekends

Evaluate, interview and initiate membership

MOJ Police Vetting Form

Coastguard Auckland & Coastguard New Zealand Volunteer Expo: Orakei Volunteers, AUT

Coastguard Auckland Recruitment Process

KPIs

Recruitment	Measure	Priority
Attract and select suitable volunteers	Go to Green	A
Candidate/Recruit Support	Measure	Priority
Initial setup (books, logins etc)	Induction progress report - Numbers advancing/ static / departed	B
Regular follow up with new volunteers		
Induction	Measure	Priority
Volunteers aware of all Coastguard Auckland requirements <ul style="list-style-type: none"> • Induction book update / delivered • Induction LMS • Induction to the HUB 	Unit Induction and H&S marked as complete on Coastguard New Zealand database	B
Maintain engagement of new volunteers	Induction group plot delivered 3 times per year	A
Volunteers active on the vessels		A
Removal of unsatisfactory volunteers - Induction		B

Administration

Follow up Recognition of Prior Learning for volunteers as required.

Active Alert: Create/Update Crew access & details as required

Update Coastguard New Zealand database & LMS to match volunteer progress and achievement

Coastguard Auckland Crew Records and maintain Coastguard Auckland databases

On Board Newsletter: Quarterly – Via Coastguard Auckland Mailchimp

Crew Room: tidy, stock fridge,

Names badges: order, supply to volunteers as required

AMRC Access Cards: request, distribute, cancel as required

CRV Admin: Upload vessel logs, sea time, MOSS Drill recording, training completed

Coastguard New Zealand UTC Guide

Monthly Training Report for Coastguard Auckland Board

Auditor Report Annual Training Report

Flare Demonstrations: Annually

Penthrox: Organise, promote, info management, certificates, update system

COPS: Order resources e.g. log books when required

Re-register to Training Partnership Annually

Other admin tasks: Coastguard Auckland Expense Claim Form, Coastguard New Zealand Medical Expense Claim Form, Medical Certificate for Crew returning to service, Eftpos Terminal care and use guide, mail collect from Coastguard New Zealand, sort and distribute, stationery: Order & organise as required

KPIs

Records and Databases	Measure	Priority
Enter vessel log sheets and crew safety drills	All sea time + Drills up to date	A
Enter crew modules and practical competencies are entered on National Database	Crew Records up to date	A
Record additional training		
File all paper records		
Uniform	Measure	Priority
Place uniform orders with suppliers	Managed uniform stock	C
Distribute received goods to volunteers and send appropriate invoices		
Order, provide to volunteers, invoice if required		
Annual Stocktake		

Unit Support	Measure	Priority
Support Operations Manager with weekly admin tasks Support the Unit overall with event co-ordination (Not limited to training nights) and day to day running of office whenever needed.	AGM: PowerPoint, photos, event management Coastguard Auckland Awards: PowerPoint, photos, trophies, certificates, event management Other events as needed Workload to be monitored	C

Key Relationships

All Coastguard Auckland employees have a responsibility for developing and maintaining excellent relationships. In this role, the key relationships to be developed are as follows:

Within Coastguard Auckland – Volunteers, Operations Manager and General Manager

Outside Coastguard Auckland - Coastguard New Zealand, other Coastguard Units, appropriate training providers, local community.

Working for Coastguard Auckland

As a member of the Coastguard team, employees are expected to uphold the values and vision of the organisation at all times. Employees are subject to the same code of conduct as volunteers and expected to promote a positive public perception at all times. This includes but is not limited to:

- Behaviour whilst wearing Coastguard branding
- Speaking on behalf of Coastguard
- Endorsing products or services in the name of Coastguard

There are specifically 40h per week or 80h per fortnight assigned to this role, but core days of work are Monday to Friday. However, you can expect that some of your work may need to take place outside business hours due to the fact that volunteers train after business hours (Primarily for the fortnightly training nights) and/or may need to contact you outside business hours. Also with Admin expected for the Unit's events, you might need to work some evenings and occasional week-ends to fulfil those tasks. You are also expected to attend significant functions such as AGM, or others as directed by your Manager.

Authorisation of Position Description

Positions in Coastguard Auckland may change over time as the organisation evolves and priorities change. Responsibilities for this position may change as the job evolves over time and such change may be initiated as necessary by the manager of this position, in consultation with the employee. All changes must be approved by the relevant executive leadership team member.