

## Position Description

### headspace Youth National Reference Group Member (hY NRG member)

<b>Location:</b>	Remote – anywhere in Australia
<b>Department:</b>	Clinical Practice
<b>Level:</b>	HS1 - \$23 per hour + 25% casual loading
<b>Employment Type:</b>	Casual
<b>Reports To:</b>	Youth Participation Coordinator
<b>Approved By:</b>	_____
<b>Date Approved:</b>	_____
<b>Agreed By:</b>	_____
<b>Date Agreed:</b>	_____

---

#### 1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

#### 2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

#### 3. HEADSPACE VALUES

At headspace, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all headspace employees are expected to undertake their work in accordance with the headspace values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people



- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high quality services

#### 4. HEADSPACE VISION FOR RECONCILIATION

The headspace vision for reconciliation is an equitable Australia where the 60,000 year old cultures and continuing connection to Country of Aboriginal and Torres Strait Islander peoples are respected and celebrated. This future Australia is united by the understanding of our shared past, upholds the rights of Aboriginal and Torres Strait Islander peoples, and embraces self-determination and diversity. The headspace Reconciliation Action Plan formalises our commitment to reconciliation and to strengthening the social and emotional wellbeing of Aboriginal and Torres Strait Islander young people and communities.

#### 5. COMMITMENT TO CHILD SAFETY

headspace is committed to being a child safe and child friendly organisation that recognises, respects and promotes the rights of children, young and vulnerable people. We recognise our responsibilities in keeping young people safe from any abuse from or by our employees and volunteers and will ensure that the safety of young people is always our first priority. headspace has a zero tolerance policy to child abuse, harm and neglect.

#### 6. POSITION SUMMARY

Youth participation is essential to the delivery of quality services for young people. headspace aims to provide young people with meaningful opportunities to directly participate and collaborate with the organisation. A major aspect of headspace National's Youth Participation strategy is the headspace Youth National Reference Group (hY NRG).

hY NRG is made up of a group of 20 young people of varying ages, genders, cultural backgrounds and life experiences who are appointed to shape headspace National services, campaigns and projects. hY NRG members are young people passionate about youth mental health who have a connection with a headspace centre/service or another mental health service - such as with a headspace centre, digital work and study service or accessing support through eheadspace or other online support and/or a service within your school, TAFE or uni, local GP, private counselling or other youth mental health service.

hY NRG work with headspace National to contribute their expertise and lived experience to a range of national projects and services. These could include media campaigns, collaborating on content series for mental health literacy, participating on internal project working group or speaking at conferences on youth mental health.

#### 7. POSITION CONTEXT

The role is located within the Clinical Practice team at headspace National. Most of the work for this position will be completed remotely in a mix of group and independent work via online platforms (such as Microsoft Teams, email, Zoom and phone). Where possible, the group will come together every 6 months for an in-person meeting in Melbourne. hY NRG members will report directly to the Youth Participation Coordinator and be supported by four hY NRG Youth Advisors (previous hY NRG members). We have several positions in the hY NRG team for young people who identify as Aboriginal and/or Torres Strait Islander, are from a multicultural backgrounds, identify as LGBTQIA+ or are living with a disability or chronic illness. We encourage young people from all backgrounds and life experiences to apply.



## 8. KEY RESPONSIBILITIES/OUTCOMES

hY NRG members will be required to:

- Be active community advocates for youth mental health.
- Participate in regular online meetings, and where possible attend in-person meetings (3-5 days) every six months in Melbourne.
- Engage in a range of youth participation activities, projects and campaigns throughout the hY NRG term
- Complete and regularly update wellbeing plans, and recognise and communicate if/when you need to take a step back from specific hY NRG commitments.
- Respond to and maintain regular and professional communication with the Youth Participation Coordinator and other hN staff in relation to projects and consultations (approximately one hour per week)
- Travel (domestic or international) for participation opportunities where requested. (These will be optional and expenses will be covered by headspace National)
- Complete mandatory workplace training sessions (including Workplace Health and Safety, Equal Opportunity, etc)
- Actively participate and complete mandatory orientation to your role and professional development throughout the hY NRG term
- Represent hY NRG professionally whilst exchanging information and working with different teams across the organisation and some times with external partners and stakeholders.
- Represent and role model hY NRG's values at headspace National and within the community.
- Assist in creating a culturally safe environment for hY NRG by participating in training opportunities and continually questioning and building upon personal knowledge and understanding of Aboriginal and Torres Strait Islander, and multicultural communities.
- Work collaboratively with young people and staff from range of diverse backgrounds in a safe and inclusive way
- Conduct any other duties consistent with the position where required by the Youth Participation Coordinator

## 9. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

### 9.1 Essential

- Be a young person aged 16-25 on 14th May 2023. This is a requirement as these roles have been created in order for headspace to receive input, perspective and lived experience of young people.
- Have a connection to or been involved with a headspace or another support service or program within the last 12 (this could include attending a headspace centre, being a part of a local Youth Reference Group, being a part of the headspace Work and Study Online service, online career mentoring service, or accessed support via eheadspace and/or a service within your school, TAFE or uni, local GP, private counselling or other youth mental health service)
- Have a passion for youth mental health and be willing to share your mental health lived experience.
- Be able to manage time and balance casual work with your schedule. Prioritise time for hY NRG work when required and clearly communicate when this is not possible.
- Have strategies and support network in place to manage and actively look after your own health and wellbeing.
- Be able to work in a team and participate in group discussions as well as work independently.



- Make a commitment to uphold the standards and values of hY NRG and headspace.
- Have or are willing to obtain a valid Working with Children's Check (or equivalent) and undergo a Police check.

### **9.2 Desirable**

- An understanding of the youth mental health system.
- Ability to be creative and innovative around how headspace can support young people's mental health.
- Previous experience of youth participation and sharing your mental health lived experience.

## **10. POLICIES AND WORKPLACE PRACTICES**

All headspace employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of headspace
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times

