

Position Description

Position Title:	Independent Chairperson
Service/Program:	Headspace Wonthaggi
Approved By:	General Manager Operations
Date Effective:	June 2025

Our Organisation

RAV is a secular, community-based, not-for-profit organisation with more than 75 years' service delivery experience. Our vision is for positive, respectful, safe and fulfilling relationships for all Australians. Our objective is to relieve suffering, distress and helplessness and to enhance physical, social and emotional wellbeing. Our services are for all members of the community, regardless of their religion, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances. We provide services across metropolitan Melbourne and regional Victoria, through a network of centres, outreach locations and via telephone and telehealth.

Our Values

Inclusiveness, respect, integrity, transparency, accountability, effectiveness, innovation and compassion.

Position Purpose

The purpose of this position is to Chair the headspace Wonthaggi Consortium meetings and to provide leadership to the Consortium, ensuring members work effectively together to best achieve the mission of headspace Wonthaggi. This position is a volunteer role and will be engaged to support the headspace Wonthaggi Consortium work performed by Relationships Australia Victoria (RAV) Ltd. RAV will apply the principles based on the 'National Standards for Involving Volunteers 2015' by Volunteering Victoria.

Position Specifications

Service: headspace

Free of low-cost, early-intervention mental health services for young people aged 12 to 25 years, including mental health, physical health (including sexual health), alcohol and other drugs, or work and study support.

Line manager	Centre Manager
Manages	Headspace Wonthaggi
Key external liaison	NIL
<i>Note: Reporting arrangements may change from time to time to meet business requirements</i>	

Position Summary

The Independent Chairperson will effectively facilitate quarterly meetings with 11 Consortium partners and work closely with the headspace Centre Manager on matters arising and new agenda items, which are relevant, accurate and timely in nature to ensure the Consortium members are appropriately informed of performance, opportunities, challenges and any new developments. The role also supports the Youth Co-Chair in executing their duties.

headspace is an exciting initiative funded by the Australian Government (Department of Health) designed to improve health and wellbeing outcomes for young people (12 – 25 years). Using an early intervention approach, headspace utilises a "wrap-around" service model specifically to meet the needs of young people at risk of developing mental illness, substance use disorders or other issues.

The mission of headspace Wonthaggi is to improve the mental and social wellbeing of local young people through

The provision of high-quality early intervention services that are welcoming, friendly and supportive. headspace Wonthaggi ensure this by:

- Offering a range of integrated comprehensive services across four core platforms: primary health, mental health, drug & alcohol services and educational/vocational support.
- Assisting young people to reconnect to their family / carer / friends and community.
- Undertaking health promotion activities that increase community understanding of mental health and encourage help seeking behaviour in young people.

- Engaging in community development initiatives that challenge the stigma of mental illness, encourage social inclusion and promote the well-being of young people.
- Supporting the development of a more youth-friendly and mental health proficient workforce.
- Undertaking advocacy to address issues affecting young people and effect service sector reform.
- Underpinning our work with a commitment to youth participation – supporting young people to actively contribute to the development, implementation and evaluation of programs which affect their well-being conditions.

Key Result Areas (KRAs)

Area	Tasks
Professional Work	• Co-Chair all meetings of the Consortium, including contributing to the development of the agenda. • Provide leadership to enhance the Group's effectiveness, ensuring the responsibilities of the Consortium are well understood and activities are within the Group's MOU. • Ensure meetings focus on the strategic and advisory role as defined in the Group's MOU. • Advocate for and represent headspace Wonthaggi as required.
Capability management, development and practice	• Ensure that members operate in an ethically, environmentally and socially responsible fashion. • Ensure Consortium workload is shared between all members.
Continuous improvement	• Instigate a Consortium performance review annually.
Policies procedures and systems	• Comply with policies, procedures and systems as required. • Model the organisation's values and contribute to the workplace culture. • Identify, communicate, report OHS related risks and hazards within the workplace.
Continuous improvement	• Demonstrate commitment to team / centre objectives and strategic priorities. • Identify, develop and support new initiatives, quality, continuous improvement activities to support organisational requirements.
Other	• This position description is not an exhaustive list of responsibilities. • Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position. • You are expected to perform different tasks which fit with your skills, abilities and knowledge, as may be necessary due to business, workplace, service changes.

Key Performance Indicators (KPIs)

- Effective completion of 'Tasks and Responsibilities' set out in KRA section listed above.
- Meeting the expectations set out in the 'Relationships' section listed in relationship section above.
- Compliance with headspace Wonthaggi policies and procedures.

Key Selection Criteria (KSC)

Experience

- Demonstrated leadership experience.
- Experience as a Chairperson in a range of different roles.
- Preparedness to provide effective mentorship to Co-Chair (Youth representative).
- Communications skills including media liaison experience.
- Knowledge of community-based organisations.

Personal Attributes

- Passionate about working with young people and committed to their health and wellbeing.
- High levels of professionalism, confidentiality and discretion.
- Ability and commitment to continuous learning.
- Strong work ethic.
- Adaptability and flexibility to changing work environments and requirements.
- Reliable and results focused.

Expectations

- Be respectful towards the organisation, colleagues, clients and the general public.

Position descriptions are regularly reviewed to ensure they meet RAV's needs. These may be changed by general or department managers, and/or the Chief Executive Officer at any time. Current position descriptions are accessible at any time on SharePoint.

- Support the headspace vision and objectives and demonstrate the values of headspace.
- Take reasonable care for their own health and safety, and that of others in the workplace.
- The position holder must also:
 - maintain eligibility to work and/or volunteer in Australia.
 - participate in a 6-month probationary period.

Additional Requirements:

- All employees will be required to undertake a National Police Check, International Police Check (if applicable), and have a current Working with Children Check throughout their employment.
- Experience working in a role with culturally and linguistically diverse clients, stakeholders and staff (preferable)

We encourage applications from First Nations peoples, people from under-represented culturally and linguistically diverse backgrounds, people from lesbian, gay, bisexual, transgender, intersex, queer, asexual (LGBTIQA+) communities, and people living with disability.



We acknowledge the First Nations and Torres Strait Islander peoples as the Traditional Owners of the lands and waterways of Australia. We support Aboriginal people's right to self-determination and culturally safe services. We recognise the lifelong impacts of childhood trauma. We recognise those who had children taken away from them.