

## Position Description

### headspace Schools Education and Training Consultant

<b>Location:</b>	National Office - Sydney
<b>Department:</b>	headspace Schools
<b>Level:</b>	HS5
<b>Employment Type:</b>	Maximum Term, Full time
<b>Approved By:</b>	<u>Kristen Douglas</u>
<b>Date Approved:</b>	<u>February 2020</u>
<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. POSITION SUMMARY**

The headspace Schools Education and Training Consultant (NSW) will implement a state wide training programs specifically SAFEMinds and Suicide Risk Continuum Training for school staff across New South Wales. The evidence informed training programs are designed to build school staff capability and capacity to effectively respond to students with mental health concerns and develop their skills and confidence to identify, respond, support and refer school students.

The headspace Schools Education and Training Consultant (NSW) will work closely with the headspace Schools and Be You teams in delivering the NSW Department of Education SAFEMinds and Suicide Risk Continuum Training contract deliverables across the state including facilitating the workshops, data gathering and contributing to reports. The Education and Training Consultant (NSW) will ensure the required outcomes are delivered within specified timeframes.

#### **6. POSITION CONTEXT**

Recognising the important role that schools play in supporting students' mental health, the headspace Schools Education and Training Consultant (NSW) will be an experienced and qualified facilitator possessing considerable knowledge and experience of schools, youth mental health and adult learning.

Reporting to the headspace Schools Program Manager, the headspace Schools Education and Training Consultant (NSW) will work closely and collaboratively within the headspace Schools division and identified stakeholders to deliver the programs' priorities and deliverables.

#### **7. KEY RESPONSIBILITIES/OUTCOMES**

- Facilitate the delivery of the mental health and suicide prevention training programs and other schools training packages as directed by the headspace Schools Program Manager and/or headspace Schools Operations Manager.
- Collaborate with the NSW Department of Education in coordinating the planning and implementation of the identified training and capacity building strategies as advised by the headspace Schools Program Manager.
- Ensure the project is well coordinated and delivers a high quality product in accordance with contractual timelines.
- Establish and maintain appropriate accountability and communication structures within the program, ensuring key stakeholders receive regular updates and reports as directed by headspace Schools Program Manager.
- Keep accurate records of the training sessions delivered including records of attendees and evaluations of training effectiveness



- Liaise with the other members of the broader headspace Schools team to ensure all training and the project is aligned with other key state priorities and deliverables
- Broadly promote all headspace services such as centres, eheadspace, and headspace Schools
- Other duties consistent with the position where required and/or requested by the headspace Schools Program Manager and/or headspace Schools Operations Manager.

## 8. SELECTION CRITERIA

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

### 8.1 Essential

- A tertiary qualification relevant to either mental health or education and training or a relevant field; or equivalent combination of relevant training and experience.
- Extensive experience in workforce education and training, adult learning or a related field and a proven ability to facilitate training packages with various audiences
- **Working knowledge of the common social and mental health issues faced by young people and experienced by school communities.**
- Highly developed communication skills, both verbal and written, with an ability to interact with a diverse range of people, for example, school leadership teams, health professionals, educators, academic researchers, service providers, etc.
- Ability to work both independently and collaboratively.
- Experience in working with/in the education sector and with school leaders in relation to mental health and wellbeing.
- Strong organisational and project management skills.
- Willingness and capability to travel across the incumbent's state of residence, with overnight stays as required.
- A current driver's licence and use of a fully maintained motor vehicle
- At least intermediate general computer skills including MS Office and SharePoint.

### 8.2 Desirable

- Experience in facilitating workshops to young people, families and professionals.
- **Knowledge and understanding of relevant policies and the strategic directions of Australian education systems in broad wellbeing and mental health.**
- Experience in the development of training and resource packages across multiple mediums, for example online
- A broad understanding of the whole school approach inclusive of prevention, early intervention, intervention, and postvention.
- Experience in working in the area of suicide intervention, postvention and / or early intervention for mental health



## 9. 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

