



**headspace**

National Youth Mental Health Foundation

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[headspace.org.au](http://headspace.org.au)

## Position Description

### Youth Participation Mentor-National Youth Mental Health Engagement Initiative

<b>Location:</b>	Remote work from any Australian State or Territory with occasional travel to Melbourne
<b>Department:</b>	Clinical Practice
<b>Level:</b>	HS1
<b>Employment Type:</b>	Casual
<b>Approved By:</b>	<u>Vikki Ryall</u>
<b>Date Approved:</b>	<u>October 2018</u>
<b>Agreed By:</b>	_____
<b>Date Agreed:</b>	_____

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#### 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. POSITION SUMMARY

**headspace** is leading a National Youth Mental Health Engagement Initiative that will bring together advocates from across the youth mental health sector. This will be a cross-sector, public facing, youth-led program that will design and implement activities aimed at improving mental health literacy, increasing help seeking, and stigma reduction. **headspace** is excited to lead this initiative in partnership with the Commonwealth Government and other key national youth organisations. These organisations include: Orygen, ReachOut, SANE, Mind Australia, Black Dog Institute, Beyondblue, The Butterfly Foundation, Batyr and the Consumers Health Forum of Australia.

The Youth Participation Mentor will be responsible for supporting the eight Youth Mental Health Advocates from across Australia, who have been selected to lead the development of the National Youth Mental Health Engagement Initiative.

#### 5. POSITION CONTEXT

This casual role is located within the Participation Team at the **headspace** National Office in Melbourne. The Youth Participation Mentors will report to the Youth Participation Coordinator, however due to the nature of the role incumbents will be expected to work independently a times. Work for this position will predominantly be completed in a remote location via email and phone correspondence, and thus the incumbent need not be located in Melbourne.

The Youth Participation Mentor will draw on their own experience as a youth participation program member to support and assist the Youth Mental Health Advocates to be empowered, skilled and confident in the delivery of their role. The two Youth Participation Mentors will work closely with the Youth Participation Coordinator to plan and develop youth engagement meetings, as well as support the facilitation of meetings.

#### 6. KEY RESPONSIBILITIES/OUTCOMES

- In consultation with the Youth Participation Coordinator, assist in the training and induction process for the 8 Youth Mental Health Advocates in the program
- Travelling to Melbourne twice per annum to support the co-design process and program activities
- Assist with program development and design of two face to face meetings per annum
- Assist in the facilitation of a co-design process that will improve mental health literacy, reduce stigma and encourage early help-seeking
- Be open and willing to participate in regular teleconferences, email and online discussions, reporting to the Youth Participation Coordinator on a weekly basis
- Support the Youth Participation Coordinator with logistics and facilitation at face to face meetings and teleconferences
- Support Youth Mental Health Advocates in learning to safely share their lived experience of mental ill-health with the public
- Provide mentoring to Youth Advocates, drawing on your own experiences in other youth participation programs in consultation with the Youth Participation Coordinator
- Consistently encourage self-care of program advocates and lead by example by taking care of your own mental health and wellbeing

- Provide feedback on youth participation practices within the Youth Mental Health Engagement Initiative
- Model and demonstrate constructive working relationships and information exchange within the team and across the organisation.
- Any other duties consistent with the position where required by the Youth Participation Coordinator.

## 7. SELECTION CRITERIA

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

### 7.1 Essential

- It is an operational requirement that this position is occupied by person aged 16-27
- Experience in a youth participation program within **headspace** or one of our program partner organisations (these organisations include: SANE, Mind Australia, Orygen, Black Dog Institute, The Butterfly Foundation, Batyr, BeyondBlue, Consumers Health forum of Australia).
- Sound knowledge and understanding of youth participation practices
- Passion for youth participation in the mental health sector
- Understanding of the youth mental health sector
- Demonstrated experience of youth participation
- Demonstrated experience in facilitation
- Demonstrated experience and passion for mentoring young people from diverse backgrounds who have a lived experience of mental health difficulty
- Proficient written and verbal communication skills
- Effective interpersonal skills with the ability to work and interact with a wide range of people
- Flexibility, adaptability and capability to work effectively in a changing environment
- Ability to work independently and as a member of a team

### 7.2 Desirable

- Demonstrated experience in mentoring
- Awareness of relevant issues/policies affecting young Australians
- Mental Health First Aid training or equivalent training
- An understanding of the risk factors and access barriers experienced by diverse young Australians of varying identities, abilities, genders, and cultural backgrounds

## 8. 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