



**headspace**

National Youth Mental Health Foundation

Level 2, South Tower  
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[headspace.org.au](http://headspace.org.au)

## Position Description

### Youth Participation Coordinator (hYNRG)

**Location:** National Office - Melbourne

**Department:** Clinical Practice

**Level:** HS4

**Employment Type:** Full time, maximum term

**Approved By:** Vikki Ryall

**Date Approved:** \_\_\_\_\_

**Agreed By:** \_\_\_\_\_

**Date Agreed:** \_\_\_\_\_

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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

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Achieve – We are responsive to community needs and deliver on expectations
- Passionate – We are dedicated to making a difference in the lives of young people and their families

#### 4. POSITION SUMMARY

The Youth Participation Coordinator will be responsible for the design, delivery, development and evaluation of youth participation programs that empower young people to engage at all levels of the organisation. Through innovation and best practice the incumbent will continue to improve the way in which the organisation engages young people with its structures. The Youth Participation Coordinator will be required to build relationships and work collaboratively across teams and with the Executive and Board. Operationally this role will involve the recruitment, management and support of young people across programs.

#### 5. POSITION CONTEXT

The role is located within the Youth and Family & Friends Participation team at headspace National Office in Melbourne. The Youth Participation Coordinator will report to the Senior Youth and Family & Friends Participation Advisor.

Youth participation is fundamental to the delivery of quality services for young people. It recognises that young people are experts in their own lives, and have the right to be actively engaged in the issues that affect them. **headspace** is committed to providing young people with meaningful opportunities to directly participate and collaborate with its structures and services.

#### 6. KEY RESPONSIBILITIES/OUTCOMES

- Design and deliver a range of youth participation initiatives that empower young people to engage at all levels of the organisation
- Ensure headspace youth participation initiatives are consistent with the headspace model and strategic plan
- Recruit, manage and support young people involved in youth participation programs
- Create and/or facilitate the training and development of young people involved in youth participation
- Evaluate and report on youth participation initiatives for quality and service improvement purposes
- Report the achievements and challenges relating to both programs and young people to the Senior Youth and Family & Friends Participation Advisor
- Use an integrated approach to coordinate and support young people's participation across headspace National teams
- Communicate effectively with young people and key stakeholders
- Complete all of the required operational and administrative tasks in a timely manner
- Model and demonstrate constructive working relationships and information exchange across the organisation.
- Other duties consistent with the position where required and/or requested by the **headspace** Executive from time to time

## 7. SELECTION CRITERIA

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

### 7.1 Essential

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

- Degree level qualifications in Health, Education, Youth Work or a related discipline
- Understanding of contemporary youth participation models and experience in the implementation of youth participation strategies and youth engagement strategies
- Demonstrated experience in the design, delivery and evaluation of youth programs
- Proven track record in building and maintaining effective working relationships with a range of stakeholders
- Knowledge of mental health
- Passion for working with young people
- Highly developed verbal and written communication skills
- Ability to work both independently and collaboratively as a productive team member
- Ability to work in a highly productive environment with time pressures whilst managing multiple tasks
- Advanced computer skills including word processing, spreadsheets and database applications

### 7.2 Desirable

- Experience working in the mental health sector

## 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