



## Position Description

### Training Project Officer

**Location:** Various

**Department:** headspace In Schools

**Level:** HS5

**Employment Type:** Full Time, Maximum Term

**Approved By:** Kristen Douglas

**Date Approved:** April 2018

**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 **headspace** in Schools (hiS) Training Project Officer will work under the direction of the Program Manager – Schools Suicide Prevention and Self-harm Minimisation Activities (National) and the Operations Manager - **headspace** in Schools.

The Training Project Officer will deliver targeted mental health programs for school communities, and health and wellbeing workforces as part of a new time limited funding agreement with the Commonwealth Government Department of Health (DoH).

The funded program consists of delivering a series of seminars and events related to self-harm and suicide prevention.

#### 5. POSITION CONTEXT

**hiS** works to reduce the rates of youth suicide among Australian secondary school students.

This role complements the broader **hiS** program and holds a strong focus on building the capacity of schools, relevant workforces and local communities.

The first component of this funded activity involves the development and implementation of seminars for school communities that focus on suicide attempts and risk nationally, with a focus on regional, rural and remote communities.

The second component comprises of the development of a suite of resource packages for **headspace** centres to use with Year 7 - 12 students and parents, and roll-out of these packages to schools nationally through engagement with school communities, including teachers, students and parents.

#### 6. KEY RESPONSIBILITIES/OUTCOMES

Under the direction and leadership of the Program Manager - Schools Suicide Prevention and Self-harm Minimisation Activities (National), the Training Project Officer will;

- In consultation with **headspace** In Schools and the Australian Department of Health, develop the content for the seminars and resources packages related to Suicide Prevention and Self-harm Minimisation.
- Facilitate the delivery of the Suicide Prevention and Self-harm Minimisation focused seminars, events and resource packages.
- Facilitate the delivery of other schools training packages as directed by the Head of **headspace** in Schools and or **hiS** Operations Manager.
- Assist in the coordinated planning and implementation of **hiS** training and capacity building strategies as advised by the Head of **headspace** in Schools and or **hiS** Operations Manager.
- Keep accurate records of the training sessions delivered including records of attendees and evaluations of training effectiveness
- Liaise and manage relationships with stakeholders from the Government, education sectors with the view to facilitate the sharing of mental health education strategies and resources
- Liaise with the other members of the broader **headspace** in Schools team to ensure all training is aligned with other key state priorities and deliverables
- Broadly promote all **headspace** services such as centres, **eheadspace**, and **headspace** in Schools
- Other duties consistent with the position where required and/or requested by the Program Manager – Schools Suicide Prevention and Self-harm Minimisation Activities (National) or **hiS** Operations Manager.

## 7. KEY SELECTION CRITERIA

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

### 7.1 Essential

- A tertiary qualification in education, counselling, health and/or mental health, or equivalent combination of relevant training and experience.
- Experience in the development of broad student wellbeing and broad health promotion packages and resources for schools and relevant workforces.
- 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.
- A current driver's licence and use of a fully maintained motor vehicle
- Experience in working with/in the education sector and with school leaders in relation to mental health and wellbeing.
- Willingness and capability to travel across the incumbent's state of residence and interstate regularly, with overnight stays as required.

### 7.2 Desirable

- Proven ability to assist in the development of training packages and resources for schools.
- Experience in delivering training 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 and or early intervention for mental health
- Highly motivated with strong project management experience

## 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