

Position Description

Youth Participation Coordinator – Internal Programs

Location: National Office – Melbourne or Brisbane

Department: Clinical Practice

Level: HS4

Employment Type: Maximum Term, 0.5-0.6 FTE

Approved By: Vikki Ryall

Date Approved: December 2021

Agreed By: _____

Date Agreed: _____

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 position is responsible for the design, delivery, development and evaluation of Youth Participation programs that empower young people to engage at all levels of the organisation.

The role coordinates the headspace Youth National Reference Group (hY NRG) a diverse nationwide group of 20 youth mental health advocates with experience spanning the headspace network of services, and the primary mechanism for youth participation at headspace National.

The role coordinates regular communications and stakeholder engagement with the headspace National Youth and Family & Friends Participation Alumni to maintain the organisation's connection with former group members.

6. POSITION CONTEXT

The role is in the Participation Team that sits within the Clinical Practice Division and reports to the Senior Youth Participation Advisor.

Youth and Family & Friends Participation is fundamental to the delivery of quality services for young people. Through Youth Participation, we recognise 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 safe and meaningful opportunities to directly participate and collaborate with its structures and services.

Young people are engaged in decision-making at all levels of the organisation, from individual service delivery through to youth advisors on the headspace National board.

Youth Participation is a core element of the headspace model. Young mental health advocates are supported to safely engage in purposeful and meaningful participation opportunities including but not limited to: lived experience storytelling, media representation, campaign development, project working groups, focus groups, and involvement in leadership and governance committees.

7. KEY RESPONSIBILITIES/OUTCOMES

Coordinate Youth Participation

- Coordinate headspace National Youth Participation programs including the headspace Youth National Reference Group (hY NRG) and Youth and Family & Friends Participation Alumni.
- Support hY NRG members to engage in Participation opportunities at headspace National (eg: support young people sitting on project working groups, representing headspace in media, in governance roles, within focus group sessions etc).
- Assist in the design and delivery of Youth Participation initiatives that empower young people to engage at all levels of headspace National.



	<ul style="list-style-type: none"> • Ensure headspace Youth Participation initiatives are consistent with the headspace model and strategic plan. • Support other Youth Participation activities across headspace National and the headspace network where required.
Casual staff management	<ul style="list-style-type: none"> • With support from the Senior Youth Participation Advisor, recruit, manage and support 20 headspace Youth National Reference Group members and 4 peer advisors, including the creation and facilitation of training and development opportunities.
Model fidelity and quality improvement	<ul style="list-style-type: none"> • Provide advice to headspace National staff members regarding best practice Youth Participation and support Youth Participation in their projects. • Provide advice and guidance to headspace centre network staff on best practice Youth Participation. • Evaluate and report on Youth Participation initiatives for quality and service improvement purposes. • Evaluate and report on the Alumni project to the Board and Executive committee as required. • Assist in developing written communication material and resources to support Youth Participation activities and promote best practice Participation.
Stakeholder engagement	<ul style="list-style-type: none"> • Communicate effectively with young people, alumni and other key stakeholders. • Demonstrate constructive working relationships and information exchange across the organisation.
General	<ul style="list-style-type: none"> • Continually build upon knowledge and understanding of Aboriginal and Torres Strait Islander peoples and culture. • Plan and evaluate national meetings and events involving Youth Participation. • Complete required operational and administrative tasks in a timely manner. • Other duties consistent with the position where required and/or requested by the Senior Youth Participation Advisor or Participation Manager from time to time.

8. SELECTION CRITERIA

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

8.1 Essential

- Degree level qualifications in Youth Work, Community, Health, Education or a related discipline, or a similar level of experience.
- Understanding of and experience working within contemporary youth / lived experience Participation models or frameworks, including facilitation and coordination of activities with young volunteers / young advocates.
- Foundational knowledge of youth mental health and factors impacting young people.
- Highly developed verbal and written communication skills and ability to work with a diverse range of internal and external stakeholders of diverse ages, backgrounds and experiences.



- Ability to work both independently and collaboratively in a highly productive environment with time pressures.
- Advanced computer skills including word processing, spreadsheets and database applications.

8.2 Desirable

- Experience managing and supporting young volunteers, youth mental health advocates or casual staff.
- Understanding and experience working within the Australian youth mental health sector. Extensive knowledge the headspace model will be regarded highly.
- Project management experience.
- Experience working with people from a wide range of cultures and backgrounds, including Aboriginal and Torres Strait Islander, LGBTQIA+, and refugee and migrant communities.

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

