

Position Description

Senior Youth Participation Advisor

Location: National Office – Melbourne or Brisbane

Department: Clinical Practice

Level: HS5

Employment Type: Maximum Term, 0.8-1.0 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 works collaboratively with the Participation Manager to help build organisational capacity and continuous improvement of Youth Participation at headspace National and across the headspace network and uses expertise in Youth Participation to advise professional staff on best practice.

Through innovation and best practice, this position line manages a part-time Youth Participation Coordinator to coordinate the headspace Youth National Reference Group (hY NRG) and other national Youth Participation projects.

The role is responsible for building relationships and working collaboratively across teams, with the Executive and Board, and will guide and support the recruitment, management and support of young people across programs.

6. POSITION CONTEXT

The role is in the Participation Team that sits within the Clinical Practice Division at headspace National and reports to the Participation Manager and deputises for them as required.

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

Lead Youth Participation

- Oversee the management of internal-facing headspace National Youth Participation programs including the headspace Youth National Reference Group (hY NRG) and headspace Interns.
- Design and deliver Youth Participation initiatives that empower young people to engage at all levels of headspace National.
- Ensure headspace Youth Participation initiatives are consistent with the headspace model and strategic plan.



	<ul style="list-style-type: none"> • Use an integrated approach to coordinate and support young people's participation across headspace National teams. • Provide routine reports on progress, achievements and challenges. • Support Youth and Family & Friends Participation activities across headspace National and the headspace network where required.
Casual and permanent staff management	<ul style="list-style-type: none"> • Line manage the part-time Youth Participation Coordinator – Internal-facing programs. • Alongside the Youth Participation Coordinator, collaboratively recruit, manage and support casual staff (young people) involved in Youth Participation programs, including the creation and facilitation of training and development opportunities.
Model fidelity and quality improvement	<ul style="list-style-type: none"> • Evaluate and report on Youth Participation initiatives for quality and service improvement purposes. • Assist in developing and driving the headspace National Youth Participation strategy. • Provide advice to headspace National staff members regarding best practice Youth Participation and support Youth Participation in their projects. • Provide expert advice and guidance to headspace centre network staff on best practice Youth Participation. • Collaborate with the Participation Manager to help enable the continuous improvement of Youth Participation across the headspace network. • Develop 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 and key stakeholders. • Model and demonstrate constructive working relationships and information exchange across the organisation. • Assist the Participation Manager in stakeholder engagement of youth mental health advocates.
General	<ul style="list-style-type: none"> • Continually build upon knowledge and understanding of Aboriginal and Torres Strait Islander peoples and culture. • Support the planning and evaluation of national meetings and events involving Youth Participation. • Complete required operational and administrative tasks in a timely manner. • Deputise for Participation Manager as required. • Other duties consistent with the position where required and/or requested by the 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.
- Advanced understanding of and experience taking a lead role in contemporary youth / lived experience participation models or frameworks, including facilitation and coordination of activities with young volunteers / young advocates.
- Skills in capturing, evaluating and analysing qualitative and quantitative data.
- Exceptional interpersonal and communication skills, and demonstrated skills working with a broad range of internal and external stakeholders of diverse ages, backgrounds and experiences.
- Foundational knowledge of youth mental health and factors impacting young people.
- 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

- Staff management experience.
- 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

