



Project Officer –Suicide Support and Prevention

Title	Project Officer – Suicide Support and Prevention
Salary Classification	SCHADS Level 4
Weekly hours	16 hours per week
Employment type	Fixed term contract till June 30 th 2021
Reporting line	Manager – Suicide Support and Prevention
Direct reports	Nil

About BEING

BEING is the independent, NSW peak organisation speaking with and for people with lived/living experience of mental health issues and emotional distress. Our primary focus is to ensure the voices of people with mental health issues are heard by decision makers, service providers, and the community, and leads and influences systemic change in services and systems.

BEING is committed to human rights principles of diversity, inclusion, and equity and believes that recovery is possible for all people who live with mental health issues and emotional distress.

With a long standing history of 26 years of operation, **BEING** is expanding and growing a service provision portfolio, to support people dealing with the day-to-day impacts of mental health issues in their daily living, as well as support the expansion and growth of the lived experience workforce

Our current programs include:

- BEING Supported – Mental Health Peer Support Line
- BEING Leadership Academy
- BEING Suicide Prevention
- BEING Lived Experience Network
- BEING Peer Workforce Network

Primary purpose

The Project officer will support the Manager to coordinate a new Suicide Support and Prevention program at BEING.

The Project Officer will work with people who identify as living with mental health issues and suicidal ideation or attempts to raise the profile of Suicide supports and prevention within our organisation and raise awareness of the stigma associated with suicide.

More specifically, the Project Officer will work closely with the Manager and the broader consumer/survivor community to develop a co-designed, peer led and facilitated, trauma informed support group for people living with mental health issues and suicidality. The program will be a 12 month pilot with the view to further funding pending the research component and efficacy of the pilot program.

The role requires someone who has an understanding of consumer led and co-design initiatives, is passionate about being a part of the change movement in mental health, and is flexible, adaptive, and proactive in their approach to working in new programs and the changes required along the way.

Integral to the role is utilizing the personal lived/living experience of mental health issues and suicidal ideation/ attempts

Key accountabilities

- Work with the program Manager to expand consumer-led approaches to suicide prevention at BEING and develop resources which assist to reduce stigma in the community.
- Ensure inclusiveness of people with lived experience, through co-design approaches to all programs.
- Work collaboratively with the program Manager to develop, facilitate and evaluate a peer support pilot program for people living with mental health issues and suicide ideation/attempts.
- Work collaboratively with the Manager – BEING Leadership Academy to develop, facilitate and evaluate training for the Suicide Support and Prevention Program.
- Assist the Manager In the recruitment of peer group facilitators and provide support during their group program tenure.
- Create a pool of group facilitator observers to build the capacity of the lived experience workforce.
- Provide peer support aftercare services to people accessing the group programs.
- Provide a culturally safe space where conversations on suicide ideation can be explored by members and the broader community.
- Contribute to the evaluation of the Suicide Support and Prevention program at BEING.
- Develop and deliver administrative task and data entry processes related to the program.
- Work with the program Manager to source additional funding opportunities.
- Contribute to other programs at BEING as required.

Key challenges

- Balancing the need to work in true co-design processes and meeting funding requirements
- Developing a group pilot program in a short timeframe
- Working with people who openly discuss their suicide attempts and ideation
- Balancing numerous key stakeholders simultaneously

Key relationships and role dimensions

Who	Why
Program Manager	<ul style="list-style-type: none"> • Collaborate with Manager to develop a new Suicide Support and Prevention portfolio at BEING • Contribute to the achievement of outcomes of the funding grant for the Suicide Support and Prevention programs • Maintain effective professional relationships to ensure streamline of the Suicide Support and Prevention program
Colleagues	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Collaborate on matters, exchange information, provide professional advice and seek feedback • Contribute to the achievement of outcomes for all Programs and funding grants

People living with mental health issues and suicide ideation/attempts	<ul style="list-style-type: none"> • Development of professional relationships with people who experience mental health issues and suicidal ideation/attempts • Work within co-design model framework • Provide professional support as required • Maintain effective relationships with people who access the services as well as facilitators of the serve.
Other parties	<ul style="list-style-type: none"> • Maintain effective professional relationships with key contacts to facilitate high quality advice, products, and services • Respond to queries or redirect to relevant party for review and resolution

Decision making

- The role requires the individual to be adaptive and flexible to the changing elements of a new portfolio.
- Ability to define issues as they arise and manage own professional boundaries.

Reporting line

The position reports to the Manager – Suicide Support and Prevention.

Direct reports

Nil.

Essential requirements

1. Personal experience of living with mental health issues and suicidal ideation/attempts and demonstrated ability to utilise your own recovery journey to support and inspire hope and recovery for others.
2. Prior experience in working with people who experience mental health issues and suicide ideation/attempts and understanding of the importance of involving community members in a co-design process.
3. Strong administration skills including working with data and data entry processes
4. Excellent interpersonal skills and the ability to work with a range of stakeholders
5. Ability to be flexible, adaptive, and proactive, and agile to the changing needs of a new program and the organization.
6. Demonstrated ability to multitask, adapt to changing agenda's, and work under pressure and to tight timelines
7. Strong decision making and problem-solving skills
8. Professional level written and verbal communication skills
9. Detailed understanding of the full Microsoft Office system and ability to learn new database systems

Desirable Criteria:

- Knowledge of the mental health and suicide prevention landscape in NSW and Australia.
- Experience in working in a Not For Profit (NFP) or Non-Government Organisation (NGO)

BEING is an Equal Employment Opportunity employer. This means we apply affirmative action strategies to the employment of people with personal lived/living experience of mental health issues.