

Aboriginal & Torres Strait Islander Community Engagement & Projects Coordinator

Reporting to	Aboriginal & Torres Strait Islander MHFA (AMHFA) Program Manager
Direct Reports	Nil
Status	Full-time contract position for 2 years with potential for renewal
Location	Working from home or at MHFA Australia Office in Parkville, Victoria

1. The organisation

Mental Health First Aid (MHFA) Australia is a national not-for-profit organisation focused on mental health training and research. Our core work is to develop MHFA courses, and train Instructors to deliver these courses to their communities or workplaces. MHFA courses are delivered across Australia and internationally.

MHFA courses teach members of the public how to provide initial help to a person who is developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis. The first aid is given until appropriate professional help is received, or the crisis resolves.

2. Position Overview

Under the direction of the AMHFA Program Manager, the Aboriginal & Torres Strait Islander Community Engagement & Projects Coordinator is responsible for creating, planning and implementing culturally capable community engagement activities to enhance opportunities for partnerships with Aboriginal & Torres Strait Islander communities and organisations. Typical activities will include building the profile of MHFA within Australian communities, the promotion of Aboriginal & Torres Strait Islander MHFA Instructor Training, and MHFA's Champion Community Program. The role will work closely with the AMHFA Manager to deliver organisational projects efficiently, including reviewing and coordination of specialised programs designed to engage Aboriginal and Torres Islander Instructors and communities in a culturally informed and sensitive manner.

The role covers a number of areas, including but not limited to;

- Respond to routine community engagement enquiries and triage those to relevant staff as required.
- Provide support and guidance to community groups, schools or population group representatives on AMHFA Program options, pathways and Instructors suited to their requirements.
- Identify and profile relevant AMHFA Instructors by State/Territory and Industry expertise to assist community groups, schools or population groups to identify Instructors that will best suit their needs.
- Complete desktop research as directed on target community or population groups as directed by the AMHFA Program Manager.
- Prepare business proposals and presentations for community engagement prospects and groups as directed by the AMHFA Program Manager.

- Maintain AMHFA Course content on the MHFA Australia website as directed to support the promotion of the AMHFA Program and AMHFA courses.
- Develop and contribute interesting, relevant and meaningful content to Instructor Newsletters and MHFA Facebook to support community growth and engagement.
- With the support of the Marketing Team, coordinate AMHFA Exhibits and attend Community Engagement Events to promote AMHFA and AMHFA Programs.
- Coordination of AMHFA program projects, with a focus on AMHFA specialised courses
- Gather/prepare data for AMHFA reports and publications.
- Other duties as directed by the AMHFA Program Manager or the CEO.

The role requires close and collaborative working relationships with all staff across MHFA and collaborative working relationships with partners, suppliers, Instructors and other external stakeholders.

3. Qualifications, Skills and Selection criteria

Essential

- Aboriginal and/or Torres Strait Islander designated position
- Cultural knowledge and experience:
 - Demonstrates knowledge, skills and experience in working effectively with people and organisations in the Aboriginal and Torres Strait Islander services sector and/or promoting mental health and social and emotional wellbeing among Aboriginal and Torres Strait Islander people.
 - Comprehensive understanding of the issues impacting Aboriginal & Torres Strait Islander People
- Demonstrated experience implementing projects to an agreed scope including the ability to plan, organise, establish and manage priorities, manage project budgets and required report writing.
- Able to work both independently and collaboratively to ensure program outcomes and milestones are achieved, simultaneously focusing on both long term and short-term project goals.
- A minimum of 3 years demonstrated experience in Community Engagement, Business Development, Project management, Stakeholder Relations or Partnership Management within a health services or non-profit environment.
- Demonstrated ability to assist with the preparation of tailored business proposals and presentations for different audiences and markets.
- Demonstrated skills and experience providing responsive and professional customer service to diverse external organisational relationships.
- Demonstrated ability to build and manage relationships with internal stakeholders, to meet organisational objectives.
- Demonstrated attention to detail and accuracy with tasks.
- Ability to work under pressure, work on multiple initiatives and be highly organised and adaptable.
- A team player with a positive 'can do' attitude.
- Competent in general computer literacy (Web, social media, Excel, Word, PowerPoint, Databases, Gmail, Mac OS X).
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Desirable

- Relevant tertiary qualification in related area

Essential for all roles

- Demonstration of a non-stigmatising attitude towards mental illness.
- An understanding of, and an interest in, mental health issues. Familiarity with mental health terminology, and a willingness to complete a Mental Health First Aid course.
- A full unrestricted Australian work permit or visa.
- A National Police Check is required to be obtained upon appointment to the role and every three years thereafter.

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its' contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines and systems of MHFA Australia.

Employee Name:

Employee Signature:

Manager's Name:

Manager's Signature:

Date:

It is not the intention of the Position Description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned in this document may be altered in accordance with the changing requirements of the role.