



## POSITION DESCRIPTION

### EDUCATION AND TRAINING PROJECT MANAGER

**Employment framework:** Social and Community Services (Western Australia) Interim Award 2011. CSW Level 6.1

#### PRIME FUNCTION / KEY RESPONSIBILITIES:

To manage CoMHWA's Education programs and Life Launchpad Project to help build the capacity of individuals with lived experience of mental health issues.

#### CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The ability to demonstrate kindness, respect, inclusivity, courage and partnership.
- **Consumer focus:** The ability to be consumer focussed from a peer perspective.
- **Flexibility:** The capacity to work and act flexibly in order to meet peer and organisational goals.
- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with others including consumers, stakeholders, staff and executive.
- **Creative and inquisitive:** Capacity to contribute to developing and evaluating innovative approaches with new and fresh ideas and a positive approach.
- **Organized and Structured:** Demonstrated ability of solid time-management, organization and prioritization skills.
- **Leadership and initiative:** A demonstrated ability to proactively manage a team and to exercise sound judgement in seeking feedback and direction.

#### BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

##### A. PROJECT MANAGEMENT AND EVALUATION

- Ensure CoMHWA's Life Launchpad Project and core Education programs are developed, coordinated, managed effectively and within budget.
- Work with CEO and Operations Manager to identify and manage risks to business operations and or Project objectives.
- Ensure delivery of outputs and outcomes within agreed timeframes and to required standards.
- Lead Project Planning in liaison with CEO, Administration Support Staff, Project Team and Education staff.
- Build and maintain relationships with key stakeholders to support Core Business and Project goals and outcomes.
- Lead and support the promotion and delivery of the Projects and Education programs.

- Oversee the co-ordination of the co-designed planning and the delivery of rural and metropolitan workshops, facilitation events, coaching and innovative online peer support as per the Life Launchpad Project.
- Manage and develop an integrated training team, provide advice and work collaboratively with both internal and external stakeholders.
- Seek opportunities for future delivery beyond grant time frames.
- Lead program reporting, dissemination and evaluation.

#### **B. QUALITY IMPROVEMENT**

- Participate in ongoing evaluation and quality improvement activities in CoMHWA.
- Participate in professional and performance development programs as required.

#### **C. GENERAL**

- Collects quantitative and qualitative data as required by the CEO or their delegate.
- Prepares and delivers written and verbal presentations as required by the CEO or their delegate.
- Conducts all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, and all policies, procedures and guidelines as determined by CoMHWA from time to time.
- Performs other duties as required by the CEO or their delegate.

#### **D. REPORTING REQUIREMENTS**

The position reports to the CEO.

Team members of the projects report to this position.

## SELECTION CRITERIA

### QUALIFICATIONS

Tertiary or vocational qualifications in social sciences, humanities, community development or related field, and/or relevant professional experience.

### ESSENTIAL MINIMUM REQUIREMENTS

- **Lived experience** of mental health recovery.
- **Excellent interpersonal, written and verbal communication skills** with a strong team orientation and consumer focus.
- **Demonstrated management skills relevant to Project planning, implementation and evaluation.**
- **Demonstrated capacity to work as part of a team on the basis of an ethos of collaboration, kindness, co-operation, respect and mutual support.**
- **Demonstrated skills/understanding of managing effective and efficient delivery** of education and training packages
- **Ability to work autonomously, use initiative and provide leadership** of a team to accomplish required Project outcomes.
- **Demonstrated analytical and problem solving skills** in order to develop strategies, ideas and opportunities for resolving issues.
- **Demonstrated ability to inspire and achieve change.**

### DESIRABLE

- Experience developing, delivering and evaluating education and training programs.
- Experience in working with people with lived experience of mental health issues.
- Experience in working with people across a diversity of backgrounds.

*CoMHWa welcomes applications from people across a diversity of backgrounds (e.g. of culture, ability, gender/sexuality, age) and from people with additional life experiences relevant to mental health (e.g. experiences of homelessness or overcoming substance use challenges).*

### APPOINTMENT FACTORS / PREREQUISITES:

- Current Western Australian Drivers Licence; (if applicable - to be advised at interview);
- National Police Certificate (if applicable - to be advised at interview);
- Working with Children Check (if applicable - to be advised at interview);
- Certification of tertiary qualifications (if applicable).

## POSITION TYPE / REMUNERATION

### POSITION TYPE AND TERM

Position type: Contract

Position term: Fixed term to 31 March 2023

A full-time equivalent position (1.0 FTE) at CoMHWA is seventy-five (75) hours per fortnight.

FTE for this position:	1 FTE
Hours per fortnight:	75 hours per fortnight

### REMUNERATION

Salary: \$82,300

Superannuation 10% of total salary

\* Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWA is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.

Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.