

SERVICE: Regional & Youth Services	DEPARTMENT: headspace
JOB TITLE: Independent Consortium Chair	SALARY BAND: Volunteer
LOCATION: Mandurah	RESPONSIBLE TO: headspace Centre Manager

JOB SUMMARY:

The mission of headspace is to promote and facilitate improvements in the mental health and social wellbeing of young people aged 12-25 in Mandurah and surrounding areas. headspace centres are youth friendly environments that provide services across four core streams: primary health care, mental health, alcohol, and other drugs (AOD), and vocational services.

The Consortium Chair is an independent role which will lead the Consortium Advisory Committee effectively in its strategic, monitoring and stakeholder engagement activities to support the core strategic objectives of the headspace model, provide local context and support the lead agency, 360 Health + Community.

KEY DUTIES & RESPONSIBILITIES:

- Act in the best interest of the headspace program.
- Preside at meetings of the headspace Consortium and ensure that business is conducted efficiently and that meetings are conducted properly.
- Support members of the Consortium Advisory Committee to understand and discharge their roles, responsibilities, and accountabilities and to build skills and capacities necessary for the Consortium Advisory Committee to fulfil its obligations.
- Ensure that there is an effective process for identifying and managing conflicts of interest.
- Ensure that members of the Consortium Advisory Committee comply with their obligations under the Memorandum of Understanding (MOU) in respect to meeting attendance and the Terms of Reference.
- In conjunction with the headspace Centre Manager, develop the agenda for the consortium with sufficient time to allow the agenda to be sent 4 days prior to the consortium meeting.
- Where appropriate, liaise with other headspace centres' Independent Chairs and headspace National Office (hNO) at special events, e.g., the headspace forum
- Encourage and enable participation of all members of the Consortium Advisory Committee.
- Ensure that Youth Reference Group members feel heard, and guests feel welcomed.
- Establish a constructive working relationship with the Chief Executive Officer (CEO) and key staff of the lead agency.
- Ensure that the consortium represents the four core streams of headspace and have representation that includes a mix of skills and experience.
- Adhere to relevant 360 Health + Community policies and procedures.

PERSON SPECIFICATION:

Essential Attributes

- Independence from the Lead Agency.
- An interest in and commitment to the health and wellbeing of young people.
- A high standing among stakeholder networks.
- The skills necessary to effectively lead the Consortium Advisory Committee in its strategic, monitoring and stakeholder engagement activities.
- An understanding of the principals of governance and meeting procedure.
- A willingness and ability to mentor and support the youth representative from the Youth Reference Group as a co-chair.
- Able to meet integrity checking requirements including proof of identity and evidence of relevant qualifications.
- National police certificate, no older than six (6) months, to the satisfaction of 360 Health + Community.
- Current Working with Children Check.
- Fully COVID-19 Vaccinated in accordance with current Health Directives.

360 Health + Community is an Equal Opportunity Employer who values and encourages diversity within its workforce