

## Position description

Title of the role:	Community Collaboratives Coordinator
Program Area:	Suicide Prevention
Location:	Murrumbidgee
Classification:	SCHADS Level 5
Reports to:	Murrumbidgee Suicide Prevention Services Manager
Last Revised:	August 2025

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## About Wellways

Wellways Australia is a leading not-for-profit organisation dedicated to ensuring all Australians lead active and fulfilling lives in their community. We work with individuals, families and the community to help them imagine and achieve better lives. We advocate for change to make sure people can access the best possible care and information when they need it. We provide a wide range of services and assistance for people of all ages with mental health issues, disabilities, and those requiring community care.

Wellways is an equal opportunity employer that offers generous salary packaging and opportunities to undertake professional training and development. People with lived experience, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds bring highly valued skills to our workforce.

## Our Values

### Honesty:

- We are open and sincere in all interactions
- We show compassion and consideration to all our stakeholders
- We take responsibility for our actions

### Acceptance:

- We champion and respect all voices and choices
- We accept people no matter how complex their needs
- We see the person, the family and the community

### Fairness:

- We believe everyone has the right to equal opportunities
- We challenge social injustice and advocate for change
- We collaborate to solve problems

### Commitment:

- We are committed to our work and we won't give up
- We have the courage to make decisions and are accountable for our actions
- We dare to go down new roads and challenge accepted wisdom

## Participation:

We promote participation and transform lives and communities  
We value the expertise and contribution of everyone we work with  
We build knowledge and lead conversations

## Our approach to service delivery

Our recovery services are guided by our values and informed by our Well Together Model. This approach means we work at 3 levels, with the individual, with their families and friends and with the community. Well Together recognises that developing skills, building confidence and strengthening relationships will help people to recover and to live independently. The model provides an evidence-based approach to create individually tailored, effective recovery support packages. Wellways assists individuals to develop the capacity to manage their own wellbeing, equip family and friends with information and skills, and engage community members in support networks.



## Advocacy Services

We have a strong advocacy program, informed by the lived experience of people with mental health issues or disability, their families and friends. Members of Wellways play a vital role in developing our advocacy platform. We advocate for systemic change that will create better conditions and improved opportunities across the range of services and supports we offer, including people and their families living with mental health and / or disabilities, and carers.

All our recovery services and advocacy programs:

- Support and create opportunities for recovery
- Value cultural diversity
- Value peer participation and leadership (participant and carer)
- Are underpinned by evidence-based best practice

## Position Summary

The Community Collaboratives Coordinator will bring together key stakeholders from multiple sectors to work together to support the development of Suicide Prevention Community Collaboratives. Community Collaboratives can help build resilience, support communities to recover from adversities, and improve mental health and wellbeing through a shared purpose, to help create suicide safer communities.

Shared features of all Community Collaboratives include local community members and organisations coming together to determine and act on local needs. Fostering stronger relationships within and between collaborators, these groups are better placed to formulate compassionate responses, and respond to incidents, challenges, and adversities more effectively.

This role will be responsible for all Collaborative activity in both Griffith and Wagga Wagga communities including managing membership, undertaking consultation, facilitating stakeholder connections, implementing activities to achieve the Strategic Plan, and ensure long-term sustainability of each collaborative.

Community Collaboratives Coordinator will be expected to undertake the following roles:

- Provide flexible and optimistic strategic direction and support to each Collaborative ensuring the implementation of a systems-based suicide prevention approach.
- Provide Collaborative leadership, facilitate collaborative meetings and undertake stakeholder and community engagement.
- Serve as a neutral convener, facilitating effective dialogue to support aligned activities.
- Be accountable and manage each Collaborative's data collection and reporting requirements.
- Support community engagement and build key relationships to increase membership and sustainability of each Collaborative beyond the funding period.
- Participate in regular project meetings with Murrumbidgee PHN.

## Key Responsibilities

Key Functions	Key Performance Indicators
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Establishing and maintaining relationships with the community, local service providers and community organisations, to support the development of the collaboratives</li> <li>• Represent Wellways in a variety of settings, interagency meetings, stakeholder's meetings and speaking engagements to encourage community buy in and engagement</li> <li>• Contribute to the development and ongoing implementation of collaborative strategic plan to ensure sustainability.</li> <li>• Work alongside Black Dog Institute and Murrumbidgee Primary Health Network to deliver Community Capacity Building and evidence based suicide prevention training to collaborative members</li> </ul>

<b>Community and Resource Development</b>	<ul style="list-style-type: none"> <li>• Identify key community members and advocate for involvement in the community collaborative</li> <li>• In partnership with the collaboratives, undertake community-led suicide awareness activities which promote community gatekeepers and raise suicide awareness generally.</li> <li>• Provide guidance on collective impact and system-based approaches to stakeholders.</li> <li>• Support communities in considering sustainability in any initiatives that are developed through collaborative action.</li> <li>• Provide and complete capacity building training to support collaborative members to build knowledge around suicide prevention and mobilising collaborative activities.</li> </ul>
<b>Team Effectiveness</b>	<ul style="list-style-type: none"> <li>• Actively participate in regular supervision and commit to a Wellbeing at Work plan.</li> <li>• Work collaboratively with colleagues in an environment that values collaboration, co-operation and mutual support.</li> <li>• Promote the program and Wellways in accordance with our vision, mission and values.</li> <li>• Work collaboratively with MPHNS and community stakeholders to stand up the community collaboratives and support activities</li> </ul>
<b>Evaluation &amp; Reporting</b>	<ul style="list-style-type: none"> <li>• Design robust data collection methods to measure and evaluate collective impact.</li> <li>• Develop a Community Collaborative Strategic Plan to help guide activities and ensure sustainability</li> <li>• Contribute to performance reports, action registers and stakeholder review reports as required by the MPHNS.</li> </ul>

## Essential Requirements, Knowledge, Experience and Skills

<b>Qualifications &amp; Essential Requirements</b>	<ul style="list-style-type: none"> <li>• Experience in Community Engagement and/or Suicide Prevention.</li> <li>• Relevant qualifications or commensurate experience in working in the mental health or community services sector, generally a minimum of Certificate IV qualification.</li> <li>• Experience with program planning, development coordination and delivery.</li> <li>• Experience with data collection and reporting, production of high level plans</li> <li>• Current valid Driver's Licence and the ability to undertake significant travel for the role including overnight stays in rural locations.</li> <li>• Appropriate IT skills, including knowledge of, and experience with Microsoft Office Suite.</li> <li>• Working With Children Check</li> <li>• Right to Work within Australia</li> <li>• Satisfactory Police Records Check</li> <li>• NDIS Worker Screening Check</li> <li>• NDIS Orientation Module</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in managing projects in community/community engagement context.</li> <li>• Prior experience in developing important community and stakeholder relationships with a focus on suicide prevention and that support collective action</li> <li>• Experience consulting, negotiating and working collaboratively with communities and other stakeholders.</li> <li>• Experience in the delivery or facilitation of community development, education and capacity building initiatives.</li> </ul>
<b>Technical Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Have an understanding of contemporary suicide prevention frameworks and policy, in particular, the Black Dog Institute Lifespan Framework and the National Suicide Prevention Strategy</li> <li>• Knowledge of collective impact and system-based approaches.</li> <li>• Knowledge of current trends and practices in educational and community development suicide prevention work.</li> <li>• Knowledge and understanding of suicide risk within both local, state and national context.</li> <li>• Knowledge of key organisations/peak bodies in the suicide prevention and mental health sector.</li> </ul>

<b>Skills</b>	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Effective communication skills with people from a variety of backgrounds, including regional and remote, Aboriginal and Torres Strait Islander, LGBTQI+ and CALD communities.</li> <li>• Highly developed verbal and written skills, including the ability to write high level reports and plans.</li> <li>• Ability to build strong community networks utilising a grass roots and sustainable approaches.</li> <li>• Highly effective communication skills in relation to mental health and suicide prevention safe messaging.</li> <li>• Ability to liaise with external partners and stakeholders including local businesses and other relevant NGOs and Government organisations.</li> </ul> <p><b>Interpersonal:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated empathy and treats all people with dignity and respect.</li> <li>• Ability build and maintain working relationships with various levels of organisations including senior leadership and executives.</li> <li>• Able to work in partnership with individuals from trauma informed perspective, their families and friends, as well as other members of staff and external stakeholders such as clinicians and primary health care providers and people with lived experience.</li> <li>• Able to work in an inclusive manner incorporating community and stakeholder feedback.</li> </ul> <p><b>Organising and Planning:</b></p> <ul style="list-style-type: none"> <li>• Ability to be able to project plan, manage bookings, schedule meetings and trainings.</li> <li>• Demonstrated ability to be able to actively market and promote suicide prevention activities and trainings to support collaborative buy in</li> <li>• Accurately upload data and reports to the appropriate database or other system, within specified timeframes.</li> <li>• Prioritise processes, tasks and resources required to achieve goals, and then implement them to achieve the required outcomes.</li> </ul> <p><b>Self-Management:</b></p> <ul style="list-style-type: none"> <li>• Understanding of, and adherence to, professional ethics and boundaries.</li> <li>• Demonstrate self-reflective practice, able to identify areas for further professional or personal development, as well as actively participate in regular supervision.</li> <li>• Ability to work alone, off site and independently.</li> </ul> <p><b>Information Technology:</b></p> <ul style="list-style-type: none"> <li>• Competent in Microsoft Office Suite</li> </ul>
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This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation:	As per delegation schedule
People – Number of Directs:	0 (to manage reporting line flow)
Travel Percentage:	As Required
On Call:	As Required
Special Requirements:	n/a

