



Stay **connected**. Be **creative**. Keep **well**.

MENTAL HEALTH LEAD FACILITATOR

Reporting to the Facilitation Manager, the Mental Health Lead Facilitator works with the Satellite team to coordinate and deliver a range of programs and activities, primarily for young adults aged 18 to 25 years.

This role leads the facilitation and coordination of *Satellite Connect* and other emerging adult-focused programs, providing reflective practice, guidance, and coordination support to co-facilitators and casual facilitators to ensure safe, inclusive, and engaging participant experiences.

We are seeking a facilitator with strong skills and experience in mental health, group facilitation, and youth engagement. The role combines direct facilitation with program coordination, participant review, and collaboration across teams to ensure safety, inclusion, and alignment with Satellite's trauma-informed, non-clinical practice model.

This is an opportunity for Aboriginal and Torres Strait Islander People

At Satellite Foundation, we deeply value the rich cultural heritage and diverse experiences that Aboriginal and Torres Strait Islander people bring to our community. We understand the importance of honouring this unique culture, and we are committed to fostering an inclusive environment where traditions, values, and history are not only respected but celebrated.

With a recently completed Reconciliation Action Plan endorsed by Reconciliation Australia, we are dedicated to building genuine, lasting relationships with Aboriginal and Torres Strait Islander communities. This commitment is reflected in our approach to creating opportunities such as this to support personal and professional growth.

Role details:

Job title:	Mental Health Lead Facilitator
FTE and Contract type:	0.6 FTE, ongoing
Salary:	\$109, 992 per annum (\$65,995.24 pro rata) , based on Level 4 of the Social, Community, Home Care and Disability Services Industry Award 2010, plus superannuation and not-for-profit salary sacrificing options

Reporting / working relationships

Reports to: Program Delivery Manager

Direct Reports: None

Internal Relationships: Satellite Foundation Board of Directors, Executive Team and Staff

External Relationships: Satellite Foundation participants, volunteers and graduates, partner organisations, community groups, and Satellite supporters and stakeholders.

Benefits of working at Satellite Foundation

- Office location in Collingwood, Melbourne, close to public transport
- A values-driven culture
- Flexible working arrangements including hybrid options (working from home) for this role are available
- An employee assistance program
- Professional development opportunities
- Extensive salary packaging options (to a maximum of \$15,899 per annum, plus up to \$2,650 meals and entertainment)

Satellite seeks to provide suitable working arrangements for all team members, acknowledging that everyone's circumstances are different. If suitable to the role expectations, flexible working options are offered to maintain a healthy work-life balance.

Key responsibilities

Lead Facilitation & Connections

- Lead the coordination, planning, delivery, and evaluation of Satellite Connect and other adult-focused programs delivered through ongoing, multi-week program cycles, ensuring alignment with Satellite's values of creativity, connection, and wellbeing.
- Bring together and lead groups of Satellite facilitators to present our programs to young adults aged 18-25 years.
- Workshop planning and development, including allocation of tasks and understanding strengths in changing facilitation teams.
- Understand and support risk management in facilitation groups and adhere to Satellite's Child Safety Policy and procedures.
- Establish and maintain safe/brave spaces for young adults of diverse backgrounds to participate in Satellite's programs.
- Support age-appropriate and light-touch conversations with our young adults about mental health, self-care and creativity.
- Maintain awareness of risk, safety, and wellbeing within programs, documenting and escalating concerns appropriately.
- Work with the programs team manager to lead and coordinate programs for regional and residential retreat-style programs, including travel and overnight stays, ensuring risk management, staff coordination, and participant wellbeing are maintained throughout.
- Support the delivery of post-program connecting activities for participants, including creating, packing and posting post-program packs.
- Support facilitation of programs and activities for children and young people aged 8-17 years as required.

Collaboration & Support

- Coordinate and mentor co-facilitators and casual facilitators to ensure consistency in program delivery and high-quality participant experiences.
- Work in collaboration with the Programs and Engagement team to engage young people and support initial and ongoing connection to Satellite.

- Work with internal stakeholders to support the co-creation of programs and program promotion.
- Identify and record the strengths and interests of our young people for the development of post-program resources and future workshop, learning and development opportunities.
- Lead and occasionally co-facilitate in-house training and reflective practice groups that strengthen facilitation capability, wellbeing, and alignment with Satellite's practice approach.
- Work with Program Support staff to ensure delivery of programs including pre- and post-program administration.
- Communicate program outcomes and experiences with the broader Satellite team.
- Support the team, where needed, in the evaluation of our programs.
- Keep up to date with Satellite's calendar of programs and activities.
- Support facilitation of other Satellite programs and events as required.

Continual Improvement

- Contribute to in-house training and reflective practice sessions that strengthen facilitation skills and confidence across the team. Participate in supervision and feedback sessions with your allocated supervisor.
- Participate in ongoing professional development/training for our casual facilitator pool.
- Engage in reflective practice and self-care activities to look after yourself.

Essential skills and experience

- A relevant tertiary qualification in Social Work, Community Development, Youth/Family Work, Public Health, Education, or a related field; or equivalent experience with specialised skills appropriate to the role.
- Demonstrated experience working with young people, families, and communities experiencing mental health challenges, alcohol and other drug concerns, or broader social issues.
- Experience coordinating and facilitating group programs for young adults (online and in person), including planning, delivery, evaluation, and supporting referrals or follow-up needs.
- Strong understanding of trauma-informed, strengths-based and inclusive facilitation practices, with the ability to support safe and engaging group dynamics.
- Ability to identify, document and escalate risk appropriately within community-based, non-clinical service environments.
- Strong interpersonal and communication skills, with confidence engaging individuals and groups, and tailoring communication to different audiences and age groups.
- Demonstrated ability to work both autonomously and collaboratively, showing initiative, reliability, flexibility and alignment with Satellite Foundation's values.
- Experience providing guidance, coordination or oversight to co-facilitators during program delivery, including supporting logistics and smooth program operations.

Desirable skills and experience

- A lived and/or living experience of mental health challenges (their own and/or of a significant other in their life) and an understanding of the issues relating to children, young people, peers and their families where a parent/family member has a mental health challenge.

- A creative practice of your own, demonstrated by a keenness to try out new projects and an enjoyment in helping others share their stories through artistic practice.
- A passion to support peer connection between participants based on a shared lived experience with a willingness to support young people to share their own stories and where relevant, share stories of their own.
- Experience facilitating or providing reflective practice spaces for facilitators, peer leaders, or other practitioners.
- Experience in youth or arts facilitation.
- Strong computer skills including experience across the Office 365 suite (including sharing platforms, SharePoint and Microsoft Teams).
- Whilst not a mandatory criteria, you will need to undertake and/or maintain, at Satellite's expense, First Aid and Mental Health First Aid qualifications.

Special conditions relevant to this role

Employment is conditional on:

- a satisfactory National Police Check
- a satisfactory International Police Check if you have lived overseas for longer than 12 months in the past 10 years
- a current Working with Children's Check
- proof of rights to work in Australia as described in legislation
- certified evidence of relevant professional qualifications
- This role has a requirement to travel to regional areas at times so a drivers' licence and access to own vehicle is required.
- Ability to work flexibly across changing workdays, with regular evening delivery and occasional weekend or overnight program commitment

Satellite Foundation

Established in 2009, [Satellite Foundation](#) is a not-for-profit charity that connects and empowers young people aged 8 to 25 years, who have families with mental health challenges. Satellite aims to foster a strong connection between young people, their families and the wider community. Our programs use a combination of creativity and the sharing of lived experience to combat isolation and promote confidence, self-esteem and good coping strategies. Satellite offers peer support in a range of in-person and online programs, workshops, activities and projects that are centred on connection.

Our commitment to children and young people

At Satellite, our staff are committed to:

- Placing children and young people at the heart of what we do and in the context of their family and their community.
- Acting in the best interest of young people at all times and living our principles of creativity, connection and wellbeing.
- Amplifying and embedding the voices and lived experience of children, young people and families through our co-creation framework, so they know their voices are heard and valued.

Key behaviours and values

Satellite's values guide the way we work and connect with our participants, team, and community. Through compassion, creativity, community, inclusivity, and collaboration we build strong connections to make a difference.

Compassion – People are at the heart of all we do. We see you. We hear you. We're here for you.

Creativity – Creativity is our language and expression of how we build safe and fun spaces to feel joy and be brave.

Community – We believe that shared experience fosters friendships, builds connections, and sustains a sense of belonging.

Inclusivity – We encourage and empower diverse individuals and communities, listening to and honouring their voices.

Collaboration – We listen and learn from each other, honouring the value of lived and living experience and build it into all that we do.

Diversity, equity and inclusion at Satellite Foundation

Satellite Foundation is an equal opportunity employer that embraces a culture of diversity, equity and inclusion. We encourage applications from Aboriginal and Torres Strait Islander communities, those from diverse age groups, abilities and backgrounds, those from multicultural and multifaith backgrounds, and LGBTQIA+ communities to apply. We are committed to ensuring a safe working environment for all staff and volunteers.

We also encourage individuals with lived and living experience of mental health challenges themselves, or within their families, to apply.

Satellite Foundation has created an inclusive workplace and takes appropriate measures to enable everyone to access employment opportunities and to benefit equally from employment-related opportunities by providing reasonable accommodations.

Therefore, we recognise that there are barriers to employment for people, and we encourage you to get in touch with us to explore alternative application methods or other ways of removing these barriers for the recruitment and selection process.