



POSITION DESCRIPTION

Position:	Live4Life Adviser - Gippsland
Reports To:	Community Engagement Manager
Direct Reports:	0
Status:	Part time (4 days per week)
Classification	SCHADS Level 4

ORGANISATION BACKGROUND

Youth Live4Life is a registered health promotion charity, responsible for the successful community-grown, evidence-based, rural youth mental health and suicide prevention model, Live4Life.

The Live4Life model is now being delivered in 14 rural and regional communities across Victoria, and Tasmania and we are scaling in line with our Business Plan.

Our ground-breaking work has been recognised with several awards and commendations, and Live4Life features in the Royal Commission into Victoria's Mental Health System's final report — as a case study — highlighting innovation in community-led mental health solutions for young people.

Since 2010, Live4Life has reached more than 38,000 young people, helping them to resolve and prevent mental health challenges. If you want to be part of real change, and join a passionate and dedicated team, more information about what we do and the impact we are having can be found at www.live4life.org.au

Core Values: Inclusion, Integrity, Collaborative and Respectful

OUR COMMITMENT TO CHILD SAFETY

All children and young people who are involved with Youth Live4Life have a right to feel and be safe. The welfare of the young people will always be our first priority and we have a zero-tolerance approach to child abuse and harm. We aim to create a child safe and child-friendly environment where children and young people feel safe while improving their mental health and wellbeing.

POSITION SUMMARY

The primary purpose of this position is to mentor and support implementation of the Live4Life model in rural communities across Victoria, and where required Interstate, while representing the organisation through the embodiment of core values and principles. The position will also undertake other tasks as directed by the Community Engagement Manager, Director, Communities and Impact and Chief Executive Officer.

Additionally, this position will hold the role of the Child Safety Officer and support administering the organisation's Child Safety Portfolio. Helping the organisation to ensure safe environments are provided across all our program delivery areas for children and young people and their communities, ensuring compliance with relevant legislation and child safety standards

KEY RELATIONSHIPS

Internal	Effective working relationship required with all Live4Life staff, particularly with executive team and managers.
External	Live4Life Communities including Live4Life School and Community Partnership Groups Live4Life Local Coordinators, Crew Support Workers and other lead agency representatives Young people Key stakeholders in the mental health and suicide prevention fields State and federal government departments relevant to Live4Life

POSITION ACCOUNTABILITIES

The role encompasses a range of accountabilities and responsibilities, including but not limited to:

- Ensuring successful implementation of the Live4Life model across diverse communities through mentoring and guidance of local community staff.
Including:
 - Providing program governance, communications and fundraising advice to the local community partnership groups utilising Live4Life resources.
 - Building and nurturing networks and partnerships with lead agencies, members of the partnership group and other identified stakeholders through regular engagement in community and remotely.
 - Assisting local partnership groups in developing a sustainable model

- for the ongoing implementation of Live4Life utilising Live4Life developed resources and online platforms.
- o Support the delivery and development of workshops and public presentations to assist in stakeholder engagement in Live4Life utilising Live4Life developed resources.
 - o Proactively identifying potential localised risks to the implementation of Live4Life in communities to assist with identifying and implementing mitigation strategies to ensure the successful and ongoing implementation of Live4Life.
 - o Travelling to rural and regional communities across Victoria, and where required interstate, to attend community and Youth Live4Life events will be necessary.
 - o Provide resources and support to the local lead agency and partnership group in the recruitment of local Mental Health First Aid instructors in communities.
 - o Supporting communities to ensure quality delivery of mental health training to both students and adults through the provision of resources, advice and communities of practice.
 - o Providing progress updates to Management as required.
 - o Participating in performance and development processes, including regular work in progress meetings.
 - o Providing input to the development of Live4Life community and youth engagement program resources.
 - o Mentoring the local lead agency and staff on youth engagement through 'The Crew', including supporting Crew induction, events, activities, and education.
- Support the coordination and deliver the organisation's Child Safety Portfolio and associated strategic initiatives.
 - Maintain and drive implementation of the organisational Child Safety Action Plan to ensure compliance and continuous improvement.
 - Support and coordinate the Child Safe Values Working Group through consultation, planning, and reporting activities.
 - Contribute to organisational reporting on child safety performance, risks, and compliance outcomes.
 - Assist the Director, Communities and Impact, Community Engagement Manager and relevant portfolio holding colleagues by providing administrative and documentation support related to model fidelity, quality

improvement and accreditation initiatives.

- Provide administrative and logistical support to the Evaluation Lead, including liaising with participating communities and stakeholders about evaluation and monitoring processes.
- Assist in the collection, collation, and management of both qualitative and quantitative data for monitoring and evaluation purposes.
- Assist where needed, to collect and collate accurate and timely reporting data for partner and funder reporting, including contributing to the collection of mid-year and annual community reports and drafting preliminary reports.
- Contribute to the development of presentations and written materials for research translation and dissemination to stakeholders.
- Work collaboratively and constructively within a multidisciplinary team environment.
- Identifying potential opportunities for organisational growth and enhancement of the Live4Life model.
- Actively promoting and advocating for the Live4Life model, and youth mental health more broadly through participation in local or state networks.
- Ensure up to date records are kept within our relationship management system, Salesforce, to ensure accurate data is available to enhance stakeholder engagement, inform decision making and manage progress.
- Working collaboratively within a team environment that is distributed across the State, fostering positive relationships with other staff members in a hybrid work environment.
- Representing Youth Live4Life by modeling our core values and principles, including our commitment to child safety.

KEY SELECTION CRITERIA

Essential

- Tertiary qualifications and a minimum of three years hands-on experience in community development, health, mental health, education, or youth-related fields. Or alternatively, extensive (six + years) practical experience in community development, health, mental health, education, or youth, showcasing a comprehensive understanding of the mental health promotion and community development principles and practice.

- Proven ability to establish positive and productive relationships and networks with education settings and community groups with the ability to problem solve and manage complex dynamics within community settings.
- Well-developed written skills with exceptional attention to detail with a high proficiency in the use of standard application software such as Microsoft Office, Customer relations management systems and Google Suite.
- Strong verbal and interpersonal communication skills, enabling effective engagement with a diverse range of internal and external stakeholders.
- Previous experience in coordinating projects, demonstrating project management skills such as time management and successful implementation aligned with organisational objectives.
- Demonstrated ability to work independently and collaboratively as part of a team.
- Experience working in community-based organisations or not-for-profit environments.
- Knowledge of child safety legislation and its practical application in community and youth settings.

Personal Attributes

- Track record of effectively working in rural communities and/or on place-based projects, showcasing an understanding of their unique challenges and dynamics.
- Ability to be self-motivated and self-directed.
- Demonstrated self-reflective practices, contributing to continuous improvement and growth.
- Completed Partnership Brokerage Training or willing to undertake the training on commencement of role.
- Highly organised, detail oriented and outcomes driven
- High ethical standards and alignment to Live4Lifes values

CONDITIONS OF EMPLOYMENT

- As part of your role, you will be working directly or indirectly with children and young people. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary valid **Working with Children Check, National Police Clearance Certificate** and **reference checks**. We have

zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.

- Current Victorian driver's license as extensive Victorian country travel, and where required, Interstate travel, will be required in this position.
- Some work and contact outside of normal business hours may be required from time to time.

REWARDS AND BENEFITS

- Welcoming and supportive environment with passionate, friendly, supportive people committed to working together to assist an organisation that lives its values and principles
- Live4Life provides a diverse range of services that allows professional development and growth:
 - o an Employee assistance program
 - o access to a work vehicle in some locations and,
 - o purchased leave options to support a flexible work environment.
- Salary packaging benefits of up to \$15,900 for general living expenses and an additional \$2,650 for entertainment benefits per annum.

ACKNOWLEDGEMENT

This position description may be reviewed and amended at any time. I understand that this is a non-exhaustive list of my role and responsibilities, and that I will be asked to carry out tasks as required by the needs of the organisation.

I declare that I have read and understood the requirements of this position, discussed any queries or concerns with my manager, and feel that I am able to fulfill the requirements of this position.