

National Disaster Preparedness Consultant

\$70,000 to \$90,000 plus superannuation plus salary packaging

- Support schools before, during and after a natural disaster
- New national initiative
- Full time, fixed term position to November 2028
- Hybrid working – 2 days in the office, 3 days from home

Join Australia's leading youth mental health organisation and make a difference in the lives of young people.

about headspace

headspace is Australia's leading youth mental health organisation established to improve the wellbeing of young people aged 12 to 25. Through our national programs, partnerships, and support for the headspace network, we help young people and their families navigate mental health, work, and study challenges with confidence. We strive to create environments where every young person feels empowered, supported, and able to thrive. Learn more at headspace.org.au

about the program

The Australian School Prepare & Care Natural Disaster Toolkit is a new national initiative delivered to support schools before, during and after natural disasters. Designed to build resilience and preparation in school communities to respond and recover from natural disasters through workshops and prepare and recovery activities.

As a National Disaster Preparedness Consultant, you will implement and embed the Toolkit nationally, translating its guidance into practical strategies for educators and school leaders. You'll bring the Toolkit to life by delivering tailored training, workshops and resources to school communities facilitating adult learning both online and onsite.

why you'll love working with us

You will also be eligible to access headspace benefits including:

- Not-for-profit salary sacrificing
- 15 days personal leave (pro rata for part time)
- 14 weeks paid parental leave
- Additional leave over the Christmas/New Year period
- Remote/hybrid work
- Flexible working arrangements
- Access to EAP
- Access to professional development

what you'll do

Working in this role, you will:

- Support the achievement of contract deliverables by delivering program activities aligned with KPIs.
- Support schools to plan, implement and embed preparedness, response and recovery activities using the Toolkit.
- Deliver training, workshops and resources to school communities both online and onsite.
- Maintain ongoing engagement with school communities through regular communication, guidance and support across all phases of disaster management.
- Identify schools, regions and stakeholders with risks and opportunities and adapting support as needed.
- Contribute to the development of resources.

In this role, you may engage with young people and families navigating complex mental health and wellbeing concerns, including distressing or sensitive situations. We are committed to supporting our staff through supervision and reflective practice and encourage applicants to consider how this work may impact them personally.

what you'll bring

To be successful in this role, you will bring:

- Tertiary qualifications in education, health and/or relevant discipline.
- Demonstrated experience in program delivery or service implementation.
- Experience in the delivery of training and resource packages.
- Demonstrated working knowledge of education sectors, student health and wellbeing policies, frameworks and programs and youth mental health.
- Strong organisational and project management skills.
- Highly developed verbal and written communication skills.

How to apply

We'd love to get to know you beyond your resume. **As part of your application, please upload a short video introduction (up to 2 minutes, maximum 30MB).**

**** Your video is a required part of the application process and is an opportunity to share your interest in the role and the strengths you would bring to headspace****

In your video, please:

- **share what has drawn you to this role**
- **highlight the experience, skills or perspectives you would bring**
- **tell us something unique about yourself or an unexpected skill you'd bring to the team**

For more information contact Melanie Rewuk, Recruitment Consultant,
melanie.rewuk@headspace.org.au.

Applications close 11.30pm Thursday 18 June

headspace is an inclusive, safe and committed employer

headspace is committed to workforce diversity and to creating an inclusive workplace where all employees are valued, celebrated, and can contribute meaningfully. We encourage applications from people with lived experience of diversity to enhance the depth of skill and insight within our workforce. Aboriginal and/or Torres Strait Islander people are strongly encouraged to apply for this role and all current vacancies.

headspace is committed to being a child safe and child friendly organisation that recognises, respects, and promotes the rights of children, young and vulnerable people. For this reason, we will conduct a National Criminal Background Check and Working with Children Check as part of our recruitment process for all new employees.

headspace will provide reasonable personalisation for all candidates to participate equitably in the recruitment process. Please advise us should you require assistance.