

Position Description

Education and Training Consultant

Division	Schools & Communities	Level	HS5
Reports to	Training Program Manager	HPSS Stream	Support services

about headspace

headspace is Australia's National Youth Mental Health Foundation, providing early intervention mental health services to 12-25 year olds.

Each year, headspace helps thousands of young people access vital support through our headspace centres in communities across Australia, our online and phone counselling services, our vocational services, and our presence in schools.

our vision An Australia where every young person's mental health and wellbeing are valued and supported.

our purpose headspace is expert in the design and delivery of youth mental health services. Our purpose is to strengthen the mental health and wellbeing of all young people by delivering services and programs that respond to their changing, diverse needs.

the headspace way At headspace, we have a strong and purpose led culture, guided by our values and the headspace way. Learn more about the headspace way [here](#)

Find out more about headspace, who we are, our services, and our values [here](#)

about the role

The headspace Schools & Communities Education and Training Consultant (VIC) will implement statewide training programs, specifically STORM, SAFEMinds and Suicide Risk Continuum Training for school staff across Victoria. The evidence informed training programs are designed to build school staff capability and capacity to effectively respond to students with mental health concerns, suicide risk and develop their skills and confidence to identify, respond, support and refer school students.

Reporting to the headspace Schools & Communities Training Program Manager, the Education and Training Consultant (VIC) will work closely with other headspace Schools & Communities Programs, including Be You teams, in delivering the STORM, SAFEMinds and Suicide Risk Continuum Training packages. The Education and Training consultant will support the successful delivery of program targets by facilitating full-day workshops, ensuring the timely and accurate capture of data, and responding to stakeholder inquiries.

Recognising the important role that schools play in supporting students' mental health, the headspace Schools & Communities Education and Training Consultant (VIC) will be an experienced and qualified facilitator possessing considerable knowledge and experience of schools, youth mental health and adult learning.



This role, within the Enhancing Mental Health Support in Schools program complements the broader headspace Schools & Communities programs and holds a strong focus on supporting the mental health and wellbeing workforce within the Victorian education sector.

key responsibilities

- Facilitate the delivery of the mental health and suicide prevention training programs and other schools training packages as directed by the headspace Schools & Communities Training Program Manager and/or headspace Schools & Communities Operations Manager.
- Liaise with Department stakeholders to ensure appropriate access to training. This includes supporting registration and responding to inquiries following training.
- Ensure the training is well coordinated and delivers a high-quality product in accordance with contractual timelines.
- Maintain appropriate accountability and communication structures within the program, ensuring key stakeholders receive regular updates and reports as directed by headspace Schools & Communities Team Lead.
- Keep accurate records of the training sessions delivered including records of attendees and evaluations of training effectiveness.
- Liaise with the other members of the broader headspace Schools & Communities team to ensure all training is aligned with other key state priorities and deliverables.
- Broadly promote all headspace services such as centres, eheadspace, and headspace Schools & Communities.
- Comply with our Code of Conduct and Values
- Continually build upon knowledge and understanding of Aboriginal and Torres Strait Islander peoples and culture.
- Other duties consistent with the position where required and/or requested by the headspace Schools & Communities Training Program Manager and/or headspace Schools & Communities Operations Manager.

selection criteria

The following criteria **must** be met to be considered for this position.

- A tertiary qualification relevant to either mental health or education and training, or a relevant field; or equivalent combination of relevant training and experience.
- Experience in workforce education and training, adult learning or a related field and a proven ability to facilitate training packages with various audiences.
- Working knowledge of the common social and mental health issues faced by young people and experienced by school communities.
- Highly developed communication skills, both verbal and written, with an ability to interact with a diverse range of people, for example, school leadership teams, health professionals, educators, academic researchers, service providers, etc.
- Ability to work both independently and collaboratively.
- Experience in working with/in the education sector and with school leaders in relation to mental health and wellbeing.
- Strong organisational and time management skills.
- Willingness and capability to travel across the incumbent's state of residence, with overnight stays as required.
- A current driver's licence and use of a fully maintained motor vehicle.
- At least intermediate general computer skills including MS Office and SharePoint.

The following criteria are **not essential** to be considered for this position, but may be an advantage.

- Experience in facilitating workshops to young people, families and professionals.



- Knowledge and understanding of relevant policies and the strategic directions of Australian education systems in broad wellbeing and mental health.
- Experience in contributing to the development of training and resource packages across multiple mediums, for example, online.
- A broad understanding of the whole-of-school approach, inclusive of prevention, early intervention, intervention, and postvention.
- Experience in working in the area of suicide intervention, postvention and / or early intervention for mental health.
- Experience in the Not for Profit and/or public health sector.
- A broad understanding of the mental health service system in Australia.

mandatory licences, registrations and/or compliance certifications

The following criteria **must** be met to be considered for this position.

- Maintain a satisfactory National Criminal History check
- The incumbent must hold a valid Working with Children Check (WWCC) for their home state.
- The incumbent must hold valid and unrestricted working rights in Australia.
- Current home state driver licence



our commitments and expectations

At headspace, we are committed to creating safe, inclusive and high-quality programs and services for young people and their families. We strive to create a workplace where everyone feels safe, respected and supported. Everyone at headspace plays a part in upholding the values and principles that guide our work every day.

First Nations Strategy

headspace is committed to ensuring that our services are culturally safe and responsive to the needs of First Nations young people, their families, communities, and First Nations Staff across all headspace services. We are Accountable to our First Nations Strategy and guided by our Principled Approach - a series of eight principles: **Self Determination, Value, Relationships, Collaboration & Partnership, Cultural Connection & Consultation, The Journey is Important, Allyship** and **Lead with Integrity**. This work is led by First Nations voices, supported by strong allyship, and shared across all parts of the organisation – from our model of care and workforce to governance and partnerships.

Child Safety

At headspace, we're committed to creating a safe, inclusive and supportive environment for all children and young people. Everyone at headspace plays a role in ensuring the safety and wellbeing of children and young people is a priority. We take our duty of care seriously, act early to prevent harm and have zero tolerance for child abuse, harm and neglect.

Diversity and Inclusion

headspace is committed to eliminating all forms of discrimination in its programs and services. headspace celebrates and values all identities, experiences, cultures, abilities, faiths, bodies, sexualities, and gender identities through continuous reflection and ongoing improvement. headspace celebrates and values the diverse and intersectional living experiences of lesbian, gay, bisexual, transgender and gender diverse, intersex, queer and asexual (LGBTIQA+) young people, family and communities.

Quality and Safety Responsibilities

We deliver safe, high-quality services that make a meaningful difference in the lives of young people. Every employee plays a role in supporting safe, inclusive, person-centred care by following policies, raising concerns, and contributing to a culture of continuous improvement. We comply with relevant standards, legislation, and work within our scope to achieve the best outcomes for young people, families and communities.

Approved by:		Date:	
Agreed by:		Date:	

