



**NACCHO**

National Aboriginal Community  
Controlled Health Organisation

# Position Description

<b>ABOUT THE ORGANISATION:</b>	<p>The National Aboriginal Community Controlled Health Organisation (NACCHO) is the national peak body representing 148 Aboriginal Community Controlled Health Organisations (ACCHOs). ACCHOs deliver comprehensive primary health care to more than half of the Aboriginal and Torres Strait Islander peoples nationally. As an act of self-determination, these services attend to all matters affecting health and wellbeing spanning transformative community empowerment through to individual health treatments and continuity of care.</p> <p>NACCHO's work is focused on supporting the work of ACCHOs and Aboriginal and Torres Strait Islander people overall through negotiating and advocating with Governments on health care policies and programs and systems reform. These issues range in variety from chronic disease management, health technology assessment, preventative health strategies, telehealth, mental health and social and emotional well-being, listing of Medical Benefits Scheme (MBS) to the social and cultural determinants of health.</p> <p>NACCHO's partnerships with governments and non-government organisations include: The Department of Health, National Disability Insurance Agency, Department of Social Services, National Mental Health Commission, National Indigenous Australian Agency, Royal College of General Practitioners and other Aboriginal and Torres Strait Islander organisations. These partnerships greatly contribute to significantly enhancing the quality and accessibility of health care for Aboriginal and Torres Strait Islander peoples.</p> <p>It is a very interesting and transformative time across the health sector. NACCHO has been driving systems reform in the context of the National Agreement on Closing the Gap.</p>
<b>POSITION TITLE:</b>	Program Manager, Mental Health
<b>CONDITIONS OF ENGAGEMENT:</b>	This position is being offered on a full-time maximum term contract basis.
<b>LOCATION:</b>	<p>This position is office-based at Level 5, East Building, 2 Constitution Avenue, Canberra City ACT 2601.</p> <p>Travel to other parts of Australia may be required from time to time.</p>

<b>MANAGER:</b>	Assistant Director, Mental Health
<b>ABOUT THE ROLE:</b>	<p>This role offers the opportunity to work within the Mental Health Team at NACCHO to contribute to improved mental health outcomes for Aboriginal and Torres Strait Islander people.</p> <p>This role leads the delivery of NACCHO’s National Youth Wellbeing Campaign, working in close partnership with an Aboriginal and Torres Strait Islander Youth Steering Group to shape the campaign’s design, messaging and approach.</p> <p>The Program Manager plays a central role in facilitating and supporting the Youth Steering Group, ensuring young people’s voices, priorities and lived experience inform all aspects of the campaign.</p> <p>The role also manages the engagement and performance of external consultants, including campaign and creative partners responsible for national delivery, ensuring outputs are aligned with NACCHO’s priorities, culturally appropriate, and meet agreed standards and timelines.</p> <p>In addition, the Program Manager contributes to broader Mental Health Team priorities, including drafting communications, reporting to government, and providing advice on youth social and emotional wellbeing issues.</p> <p>The Program Manager in the Mental Health Team will be part of a dynamic, supportive and highly collaborative team. You will work under broad direction and use initiative and demonstrate leadership to develop and implement processes, procedures and tools to streamline the delivery of mental health programs in the ACCHO sector.</p>
<b>MAIN DUTIES:</b>	<p>This role provides evidence-based expertise to support the Aboriginal and Torres Strait Islander community-controlled sector to improve mental health and wellbeing outcomes of Aboriginal and Torres Strait Islander people.</p> <p>Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Lead the planning, design and delivery of NACCHO’s National Youth Wellbeing Campaign, ensuring alignment with organisational priorities and funding requirements.</li> <li>• Facilitate and support an Aboriginal and Torres Strait Islander Youth Steering Group, including preparing materials, leading discussions, and ensuring culturally safe and meaningful engagement.</li> <li>• Ensure secretariat support is provided to the Youth Steering Group, including coordinating meetings, preparing agendas and papers,</li> </ul>

	<p>maintaining records of discussions and decisions, and supporting effective governance processes.</p> <ul style="list-style-type: none"> <li>• Build strong, respectful relationships with young people and stakeholders, ensuring youth perspectives are genuinely reflected in campaign design, messaging and delivery.</li> <li>• Lead and support a small team, providing clear direction, coordination and mentorship to ensure high-quality and timely delivery of campaign activities.</li> <li>• Work collaboratively with internal stakeholders, including the Communications Team, to align campaign messaging, branding, media engagement and public communications.</li> <li>• Manage contractual relationships with external consultants, including campaign management and creative agencies, ensuring delivery to scope, budget, timelines and quality expectations.</li> <li>• Oversee campaign development and delivery processes, including coordination of inputs, feedback loops, and approvals.</li> <li>• Prepare high-quality communications products, including briefs, reports, updates and materials relating to youth mental health and wellbeing.</li> <li>• Manage reporting requirements for government funders, including performance reporting, milestones and outcomes.</li> <li>• Contribute to broader mental health and SEWB policy, program and advocacy work, particularly relating to young people.</li> <li>• Undertake analysis of consultation and campaign feedback to inform continuous improvement and future program design.</li> </ul>
<b>QUALIFICATIONS:</b>	Tertiary qualifications in relevant health or social work field is highly desirable.
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Experience working with Aboriginal and Torres Strait Islander peoples is highly desirable</li> <li>• Demonstrated experience working with or engaging young people, particularly Aboriginal and Torres Strait Islander young people.</li> <li>• Experience managing external providers or consultants, including contract oversight and delivery management.</li> <li>• Strong facilitation skills, including the ability to lead discussions in culturally safe and inclusive ways.</li> </ul>
<b>VALUES, BEHAVIOURS AND CAPABILITIES:</b>	<p><u>Job Specific Capabilities</u></p> <ul style="list-style-type: none"> <li>• An understanding and awareness of Aboriginal and Torres Strait Islander people, their cultures and health and other contextual issues, or ability to quickly gain this understanding.</li> <li>• A background or interest in public, social and/or mental health programs, including social justice and advocacy</li> </ul>

	<ul style="list-style-type: none"> <li>• Well-developed problem-solving and prioritisation skills and sound judgement.</li> <li>• Ability to manage and lead a small team.</li> <li>• Ability to identify, communicate and monitor risk and contribute to risk mitigation strategies.</li> <li>• Ability to contribute to program initiatives and projects to the required standards and timeframes.</li> <li>• High quality writing skills including the ability to present complex and technical information in a simple and clear manner, and tailor written material to different audiences.</li> <li>• Strong verbal communication skills and a high attention to detail.</li> <li>• Excellent stakeholder management skills across a range of settings and an ability to collaborate and influence.</li> <li>• Flexible, resilient and open to learning.</li> </ul> <p><u>Cultural Awareness</u>  Cultural awareness training will be provided by NACCHO, and it is expected that all NACCHO staff develop and continually seek opportunities to improve their knowledge and understanding of Aboriginal and Torres Strait Islander peoples and in particular Community Controlled Health Services.</p> <p><u>Leadership</u>  It is expected that all NACCHO staff demonstrate leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.</p>
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