

Position Description

National Disaster Preparedness Consultant

Division	Schools & Communities	Level	HS5
Reports to	National Disaster Preparedness Team Lead	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 National Disaster Preparedness Consultant will work under the direction of the National Disaster Preparedness Team Lead and National Disaster Preparedness Manager to support the national delivery of the Australian School Prepare & Care Natural Disaster Toolkit.

The Consultant will support school communities across Australia to implement and embed the Toolkit, translating its guidance into practical, trauma informed strategies for educators and school leaders. The role focuses on building the confidence, capability and preparedness of schools to plan for, respond to and recover from natural disasters, with a strong emphasis on mental health, wellbeing and resilience across whole school communities.

Service delivery is primarily online, with some onsite engagement required. The Consultant will be skilled in facilitating adult learning across both modalities and tailoring delivery to meet the needs of diverse school contexts.



The Consultant will develop and maintain strong cross sector relationships with education, mental health, health and community stakeholders to support coordinated and effective disaster preparedness, response and recovery. The role also contributes to the delivery of timely, evidence-based resources and support to assist schools across all phases of disaster management.

The Consultant is responsible for accurately recording school engagement and program activities within data management systems to support monitoring, reporting and continuous improvement, ensuring alignment with program outcomes and contract requirements.

key responsibilities

The National Disaster Preparedness Consultant is responsible for the delivery of the Australian School Prepare & Care Natural Disaster Toolkit to school communities across their assigned portfolio, supporting high quality, consistent and evidence informed service delivery. This will include, but is not limited to:

- Supporting the achievement of contract deliverables by delivering program activities aligned with key performance indicators, timelines and service expectations.
- Translating program priorities and the Toolkit into practical, accessible strategies that can be implemented by school leaders, educators and staff within their local contexts.
- Supporting schools to plan, implement and embed preparedness, response and recovery activities using the Australian School Prepare & Care Natural Disaster Toolkit.
- Building the confidence, knowledge and capability of school communities to prepare for, respond to and recover from natural disasters, with a focus on mental health, wellbeing and resilience.
- Delivering tailored training, workshops and resources to school communities, facilitating adult learning both online and onsite as required.
- Maintaining ongoing engagement with participating school communities through regular communication, guidance and support across all phases of disaster management.
- Applying professional judgement and problem solving skills to identify school and regional needs, risks and opportunities, and adapting support accordingly.
- Supporting stakeholder engagement by developing and maintaining relationships with schools, education systems, and key mental health, health and community partners.
- Contributing to coordinated responses by supporting integration with existing mental health services and referral pathways at national, state and local levels.
- Identifying and supporting opportunities to engage new school communities in the program.
- Contributing to the development and continuous improvement of resources, tools and approaches that strengthen program delivery and impact.
- Participating in continuous improvement and evaluation activities, including providing feedback on school needs, implementation challenges and emerging trends.
- Staying informed of developments in disaster preparedness, trauma informed practice, and school wellbeing to support best practice delivery.
- Accurately recording all school engagement and program activities within data management systems in a timely manner to support reporting, evaluation and contract compliance.



- Contributing to reporting requirements through the provision of qualitative and quantitative insights on program delivery and outcomes.
- Modelling effective communication, collaboration and information sharing within the team and across the organisation.
- Contributing to a positive, responsive and respectful team culture aligned with the headspace Way.
- Continually building knowledge and understanding of Aboriginal and Torres Strait Islander peoples and cultures.
- Undertaking other duties consistent with the position as required by the National Disaster Preparedness Team Lead or National Disaster Preparedness Manager.

selection criteria

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

- Tertiary qualifications in education, health and or a related discipline.
- Demonstrated experience in program delivery or service implementation within complex environments involving multiple stakeholders.
- Experience in the development and delivery of training, workshops and or resource packages, with the ability to facilitate adult learning in both online and face to face settings.
- Demonstrated knowledge of the education sector, including student health and wellbeing, youth mental health and relevant policies, frameworks and programs.
- Experience supporting schools or similar settings to plan, implement and embed initiatives that strengthen wellbeing, preparedness, response or recovery.
- Proven ability to contribute to planning and implementation activities that support school communities.
- Strong organisational and project coordination skills, with the ability to manage competing priorities and meet deadlines.
- Highly developed verbal and written communication skills, including the ability to adapt communication to a range of audiences.
- Strong interpersonal skills, with the ability to build rapport and work effectively with a broad range of people, including educators, school leaders and community stakeholders.
- Demonstrated ability to build and maintain collaborative relationships and partnerships with internal and external stakeholders.
- Knowledge and understanding of mental health supports and services available to schools and young people.
- Experience in using digital systems to record, monitor and report on service delivery activities, with strong digital literacy across Microsoft Office and database systems.
- Ability to work both independently and collaboratively within a team environment.
- Capacity to work in a fast-paced environment with time pressures while managing multiple tasks.
- Capacity to frequently travel, including interstate travel, as required.



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 all Australian states and territories, except for New South Wales and Tasmania, unless residing in either of these states.
- 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:	Kristen Douglas	Date:	May 2026
Agreed by:		Date:	

