

Position Description

Mental Health Education Program Project Coordinator

Division	Schools & Communities	Level	HS6
Reports to	Mental Health Education 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 Mental Health Education Program Project Coordinator will lead the co-design, development, piloting, evaluation and implementation planning of two new national Community Awareness and Engagement (CAE) workshop packages.

This role will leverage headspace's expertise in educational design, facilitation, stakeholder engagement and evaluation to create evidence-informed mental health promotion resources that support the work of the CAE workforce. This work aligns key findings from the headspace Strengthening Community Awareness and Engagement Review to develop resources and tools to strengthen the local delivery of mental health promotion.

The workshops will be designed to support the core purpose of Community Awareness and Engagement activities by:

- Increasing awareness of headspace services
- Reducing stigma surrounding mental health and help-seeking
- Strengthening trust between headspace and local communities
- Increasing visibility and accessibility of services
- Building community capacity to support youth mental health and wellbeing



The role will engage collaboratively with young people, families, priority population representatives, CAE Workers and headspace services, and work closely with headspace National stakeholders, including the Stakeholder Engagement Manager and Community Awareness and Engagement Specialist to ensure the workshops reflect local community needs while aligning with the headspace Model and mental health promotion best practice.

The successful candidate will also lead the development of a national training package and implementation framework to support CAE Workers to confidently and consistently deliver the workshops across Australia.

key responsibilities

Under the direction of and reporting to the Schools & Communities Mental Health Education Program Manager, the Community Mental Health Promotion Project Coordinator will:

Project Leadership

- Lead the planning and delivery of a ten-month national workshop development project.
- Manage project timelines, milestones and deliverables.
- Coordinate project governance and stakeholder engagement activities.

Consultation and Co-Design

- Conduct consultations with young people, family members, priority population representatives and community stakeholders.
- Facilitate co-design processes to ensure workshop content is inclusive, culturally responsive and evidence informed.
- Engage with CAE Workers, Centre Managers and headspace centres to identify local needs, opportunities and implementation considerations.
- Collaborate with internal subject matter experts across headspace National.

Workshop Development

- Design two national mental health promotion workshops for headspace centres.
- Develop workshop learning outcomes, activities, facilitator guides and participant resources.
- Create accompanying promotional and implementation materials.
- Ensure content aligns with health promotion, stigma reduction, community engagement and youth participation principles.
- Develop evaluation tools and measures to assess workshop effectiveness.

Pilot Implementation and Evaluation

- Coordinate workshop pilots with selected headspace centres and CAE Workers.
- Support the training and preparation of pilot facilitators.
- Monitor workshop implementation and gather feedback.
- Analyse evaluation findings and stakeholder feedback.
- Refine workshop resources based on pilot outcomes.

Workforce Capability Development

- Design and deliver a national training package for CAE Workers.
- Develop facilitator resources and competency requirements.
- Create Learning Management Systems-ready learning materials and recorded training content.
- Develop implementation and quality assurance frameworks.
- Support workforce capability-building initiatives that strengthen mental health promotion practice.

Stakeholder Engagement

- Build and maintain collaborative relationships with internal and external stakeholders.
- Work collaboratively with youth participation, family engagement and priority population groups.
- Ensure workshop resources reflect the diverse needs of Australian communities.
- Promote meaningful participation and inclusion throughout project activities.



Quality Improvement and Reporting

- Maintain accurate project records and documentation.
- Prepare reports, presentations and recommendations.
- Contribute to program evaluation and continuous improvement activities.
- Monitor risks and recommend mitigation strategies.
- Comply with headspace policies, procedures and values.

Additional Responsibilities

- Continually build knowledge and understanding of Aboriginal and Torres Strait Islander peoples and cultures.
- Contribute positively to team culture and organisational priorities.
- Undertake other duties consistent with the requirements of the position.

selection criteria

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

- A tertiary qualification in health promotion, mental health, education, public health, community development, social sciences or a related discipline; or an equivalent combination of training and experience.
- Demonstrated experience in project management and coordinating complex projects with multiple stakeholders.
- Experience designing and developing educational programs, workshops or training resources.
- Knowledge of mental health promotion principles and community engagement approaches.
- Experience facilitating consultation and co-design processes with young people and community stakeholders.
- Highly developed written and verbal communication skills.
- Demonstrated ability to build effective relationships across diverse stakeholder groups.
- Experience collecting, analysing and using evaluation data to inform program development.
- Demonstrated ability to work independently and collaboratively.
- Strong organisational skills and ability to manage competing priorities.
- Intermediate to advanced Microsoft Office and SharePoint skills.

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

- Experience working within youth mental health, community health, education or health promotion sectors.
- Understanding of the headspace model and Community Awareness and Engagement function.
- Experience developing online learning content and Learning Management Systems resources.
- Understanding of youth participation frameworks and community capacity-building approaches.
- Knowledge of stigma reduction and mental health promotion evidence and practice.
- Experience working with First Nations communities and/or priority population groups.
- Experience creating visual resources using Canva or similar platforms.



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 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
- Ability to undertake occasional interstate travel as required.



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:	19 August 2026
Agreed by:		Date:	

