

Position Description

Mental Health Education Program Consultant

Division	Schools & Communities	Level	HS5
Reports to	Mental Health Education Program 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

headspace Schools & Communities works to reduce the rates of youth suicide and improve mental health outcomes among Australian secondary school students.

This role within the Mental Health Education Program complements the broader headspace programs and holds a strong focus on building the mental health literacy and capacity of, headspace centres, local services and wider school communities to implement an approach to evidence-based mental health promotion and early intervention.

The Mental Health Education Program provides mental health education sessions to school students, parents and carers, and staff across Australia and specifically in regional, rural and remote school communities. This program complements and links to headspace and other youth mental health programs and services already in place; and assists young people and their families with appropriate referral pathways to headspace sites and local support services.

Regular travel is required as part of this role. Weekly travel across metropolitan regions occurs during school terms, along with a minimum of four weeks of travel per term to regional, rural, and remote school communities, both intrastate and interstate. Additional travel is required for team planning days, national meetings, and conferences.



key responsibilities

Under the direction and leadership of the headspace Schools & Communities Program Manager and reporting to the Team Lead, the Mental Health Education Program Consultant will:

- Undertake regular weekly travel across metropolitan regions during school terms to deliver mental health education and engage with school communities. Commit to a minimum of four weeks of travel per term to regional, rural, and remote communities, both intrastate and interstate, to ensure equitable program access. Participate in additional travel as required for planning days, national meetings, conferences, and other organisational priorities.
- Contribute actively to a high-performing and collaborative headspace Schools & Communities team, demonstrating behaviours that support a positive, respectful, and supportive culture across headspace National.
- Model a consistently professional and approachable working style, fostering constructive relationships with colleagues, schools, headspace centres, and other stakeholders.
- Deliver high-quality mental health education in school communities.
- Respond calmly, flexibly, and effectively to change, adjusting plans, delivery methods, and travel requirements as needed while maintaining high-quality service delivery and program outcomes.
- Establish and maintain proactive, strategic, and genuine relationships with school leaders, wellbeing teams, educators, and support staff to strengthen long-term engagement with MHEP, while guiding schools toward appropriate help-seeking pathways.
- Build relational partnerships that support schools to embed mental health education and foster sustainable wellbeing practices.
- Collaborate with headspace Schools Incident Response teams to support schools during postvention recovery periods, ensuring program content aligns with the needs of the school and its broader community.
- Strengthen partnerships with national and local stakeholders.
- Work respectfully and collaboratively with First Nations communities.
- Contribute to high-quality content development and continuous improvement.
- Maintain accurate records for reflection of the program and will contribute to programs evaluation practice.
- Comply with our Code of Conduct and Values.
- Continually build upon knowledge and understanding of Aboriginal and Torres Strait Islander peoples and culture.
- Any other duties consistent with the requirements of the position.

selection criteria

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

- Capability to undertake Monday-to-Friday travel with multiple overnight stays to support program delivery across the state and nationally.
- 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 facilitating workshops to young people, families and professionals, ideally within the education sector and in relation to mental health and wellbeing.
- Working knowledge of the common social and mental health issues faced by young people and experienced by school communities.



- Experience in the development of training and resource packages across multiple mediums, for example online.
- 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.
- A current driver's licence and use of a fully maintained motor vehicle.
- 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.

- The capability to accurately use databases and reporting platforms, and create visual materials using Canva.
- Knowledge and understanding of relevant policies and the strategic directions of Australian education systems in broad wellbeing and mental health.
- A broad understanding and experience in working within the whole school approach inclusive of prevention, early intervention, intervention, and postvention for mental health and suicide.
- Highly motivated with strong project management experience

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.
- 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:	February 2026
Agreed by:		Date:	

