



Position Description

Peer Facilitator

Job Title	Peer Facilitator
Pay level	SCHADS Level 4
Reports to	Team Leader – Peer Facilitator Team
Location	Milton, Brisbane. However, some pre-arranged travel will be required throughout Queensland
Capacity	Casual (with possible PT options available post June 30 2027)
Status	Current to June 30 2027

About Us

Raising Minds Ltd is a community ‘profit for purpose’ organisation. Our leadership and staff teams all have a lived experience of caring for a family member with a mental health condition.

Our vision is that children and young people with complex mental health issues, and their parents, families, carers, kin, friends and supporters, are able to access the right support, at the right time, and in the right place, ensuring the best possible education, employment, financial and social outcomes.

Our mission is to ensure children and young people with complex mental health issues, and their parents, families, carers, kin, friends and supporters, are able to regain the best possible health and wellbeing so they can begin to thrive again, connected within their local communities.

Raising Minds values are:

- Unconditional Welcome!
- Listen Deeply and Value Your Human Experience.
- Learning Culture – We Learn from You and Respond with a Spirit of Humility and Non-Judgment.
- Holders of Hope.



Mandatory requirement - Lived Experience

The Peer Facilitator will have a lived/living experience of being a parent, carer (unpaid) family member, or kin of a child or young person with complex mental health.

Key Outcomes

With the direction and guidance of the Team Leader, and as relevant with the support of the Peer Facilitator Team, the Peer Facilitator is responsible for the facilitation of the Resilience in Reach (RiR) workshops. The Peer Facilitator will support the Team Leader and work as a team member to implement the Online Peer Network Framework and ensure the referral system to the Peer Carer Network is developed and implemented.

Project background

Raising Minds Ltd is working in partnership with Parent-to-Parent Association Qld Inc to deliver Resilience in Reach. The three-year project is funded through the Information, Linkages and Capacity Building program via the Department of Health, Disability and Ageing and will operate from 1 July 2024 to 30 June 2027. The aim of the project is to deliver a suite of resources, information, and skills through workshops, education, and peer support, to parents, families, carers and kin of a child or young person with complex mental health.

Duties

- Support the Team Leader and other team members in delivering the Resilience in Reach workshops and other project activities across Queensland.
- Assist in planning, development, administration and marketing of workshops and online webinars.
- Attend and participate in workshop training delivered by the co-design consultant (where relevant).
- Work with the Team Leader and Peer Facilitator Team members to deliver workshops and review related resources.
- Implement improvements and adjustments based on participant and team feedback.
- Work with the Team Leader and Peer Facilitator Team members to develop handouts, presentations, and relevant digital resources.
- Facilitate workshops and online webinars, creating an interactive environment where participants feel safe to share their experiences and ask questions.
- Employ flexible, creative and innovative approaches to ensure the training is inclusive, accessible and relevant to diverse parent, family, carer and kin cohorts.
- Contribute to the preparation of reports and documentation for project stakeholders where relevant.
- Undertake a range of administrative tasks to ensure the success of the project.



- Actively participate in operational and professional supervision practices, including professional development activities as deemed appropriate by the Team Leader.
- Abide by the Raising Minds Code of Conduct and other relevant policies, guidelines and legislation

Key Skills, Experience and Attributes

- **(Mandatory) Lived experience of being a parent, carer (unpaid), family member or kin of a child or young person with complex mental health, and possess an understanding of the journey and its impact on the individual, families, workplaces, friends and communities.**
- Good interpersonal and communication skills, including problem-solving, negotiation and conflict resolution skills.
- Sound knowledge or ability to rapidly acquire knowledge and understanding of the mental health clinical and community sectors, including hospital mental health wards, child and youth and adult community mental health services, Primary Health Networks, Head to Health, and mental health intake, assessment, and referral services.
- Experience in workshop design and delivery including facilitation and engagement of workshop participants.
- Ability to perform a range of administrative tasks and hold a practical knowledge of the Microsoft suite of computer programs.
- Ability to establish, nurture and maintain relationships with key stakeholders.

Applicants with experience in the following will be highly regarded:

- Demonstrated experience in peer work and a sound understanding of peer work values.
- Sound experience of co-design and co-production processes and practices.
- Sound experience of social media platforms and creating digital resources.

Other

- A current driver's licence is necessary, and use of a personal vehicle may be required when the RiR vehicle is not available. Work-related mileage will be reimbursed at relevant rates.
- Valid Queensland Working with Children Check (Blue Card) or ability to obtain one upon commencement of employment.
- Positive National Police Check will be required. This can be arranged by you (costs reimbursed) or undertaken on your behalf by Raising Minds.
- You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

Please note: This position description is subject to adjustment within reason and in consultation with your Team Leader to meet the deliverables of the organisation.



Direct Reports

Nil.

Key Relationships

- Team Leader, Peer Facilitation Team
- Other Peer Facilitator Team Members
- Project Leads for Resilience in Reach and Raising Minds Ltd

Position Description History

Version	Date	Description	Approved
0.1	17 April 2025	Peer Facilitator PD	Craig Stanley-Jones
0.2	6 May 2025	Peer Facilitator PD	Craig Stanley-Jones
0.3	23 January 2026	Peer Carer Facilitator PD	Craig Stanley-Jones
0.4	17 July 2026	Peer Facilitator PD	Craig Stanley-Jones