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| <b>Position:</b>         | <b>Project Officer</b>   |
| <b>Employment Status</b> | 22 Month Contract  |
| <b>Classification:</b>   | Social Community Health Care and Disability Services Industry Award, 2010          |
| <b>Responsible to:</b>   | Operations & HR Manager via Project Manager  |
| <b>Responsible for:</b>  | NSW and National Information, Linkages and Capacity-building (ILC) Project Support |

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The Mental Health Coordinating Council (MHCC) is the peak body for organisations providing community mental health services throughout NSW. MHCC Learning & Development (LD) is a registered training organisation delivering mental health training to workers within the mental health community sector.

MHCC has recently received funding for two projects under the NDIA Information, Linkages and Capacity Building grant round (National and jurisdictional) and is seeking a project officer to support their implementation.

MHCC is seeking a motivated individual to provide support across all facets of the project. You will have high standards and a commitment to ensuring a quality innovative approach is used throughout the project deliverables.

As the Project Officer you will be responsible for:

- **Project Support:** Support the Project Manager/s to successfully meet project milestones and deliverables through strong project administration and communication.
- **Build and maintain relationships:** Build respectful and collaborative relationships with project stakeholders and ensure recovery and trauma-informed approaches are used in all interactions.
- **Co-ordinate project workshops and events:** In collaboration with the Project Manager/s and other project staff promote, recruit and provide support for the delivery of project consultations, workshops and other events.

This is a contract position for 22 months. The role is for three days with the potential for five days a week for the right candidate.

MHCC are seeking an individual who has demonstrated project experience; has excellent oral and written communication skills; the ability to 'think on their feet and outside the box'; multi-task priorities with exceptional planning and organisation skills; and is innovative with a high level of self-motivation and attention to detail. They need to be able to work independently and as part of a team, as well as have the ability to build and maintain relationships.

Our ideal candidate will have experience working within the community sector or human services areas.

If this sounds like you then apply today by sending your resume and a statement addressing the selection criteria below.

## **Essential Criteria**

- Strong organisational and administrative skills, good attention to detail
- Previous project support experience
- Self-motivated with the ability to work both independently as well as part of a team
- General computer literacy/ comfortable with online communication methods
- Good and interpersonal communication skills
- Understanding/awareness of current mental health issues

## **Desirable criteria**

- Previous experience in facilitation and training
- Knowledge or experience of the NDIS
- Knowledge or experience of one of the following diversity groups; Aboriginal or Torres Strait Islander, Culturally and Linguistically Diverse, LGBTIQ+ or Rural and Remote
- Valid driver's licence

## **Job benefits and perks**

Remuneration packaging includes base salary of \$60-65k (pro rata) based on experience, plus super guarantee contribution, FBT salary packaging and entertainment benefits under our Public Benevolent Institution status available.

MHCC offers a flexible working environment.

## **To Apply**

Applications close on 27<sup>th</sup> August 2018.

Enquires and written application including resume and cover letter addressing the Criteria outlined above are to be addressed to Erika Hewitt email [erika@mhcc.org.au](mailto:erika@mhcc.org.au).

Full Job Description is available from our website [www.mhcc.org.au](http://www.mhcc.org.au).

**Applications that do not address selection criteria will not be considered.**

We promote diversity and practice equity. Aboriginal and Torres Strait Islander people, people from different cultural backgrounds. LGBTIQ+ people and people with disabilities are strongly encouraged to apply.

## Job Description – Project Support

### The Project

MHCC has received funding for two projects under the National Disability Insurance Agency (NDIA) Information, Linkages and Capacity Building grant round (National and NSW jurisdictional) and is seeking a Project Officer to support their implementation. The first project is to redevelop stage two of the psychosocial online resource: [reimagine.today](http://reimagine.today). This project will employ Peer Leaders across Australia to coordinate Peer Networks as well as co-design resources and information directed at supporting people with, or at risk to develop psychosocial disability. The Peer Networks will bring together people from the local community with experience of, or an interest in, mental health and the National Disability Insurance Scheme (NDIS). This will include a strong focus on people from more marginalised groups, including: Aboriginal and Torres Strait Islander communities, people from culturally and linguistically diverse backgrounds, people in rural and remote areas and people from the LGBTIQ+ community.

The Peer Network participants will build supported decision-making, self-advocacy and/or NDIS plan management skills. MHCC will further develop [reimagine.today](http://reimagine.today) to strengthen content in relation to these skills.

The co-designed resources will be added to the [reimagine.today](http://reimagine.today) website, better supporting people with psychosocial disability to build their capacity to self-advocate and self-manage whilst also providing the information needed to make decisions and choices about NDIS, mainstream and community services.

Stage one of [reimagine.today](http://reimagine.today) was originally funded by the NDIA as a strategic project and established and launched [www.reimagine.today](http://www.reimagine.today), an online resource to support people to better understand psychosocial disability and how the NDIS can support recovery from mental health conditions.

The second project is to develop a 'Community Engagement Education Package'. This two-year project will develop a community education package which will assist community workers, volunteers and peers to better support people living with a mental health condition or psychosocial disability who are ineligible or do not want to have an NDIS plan. Two training programs for 20-30 people will be trialed and the feedback refined into a good practice guide for further scale up. The program aims to equip community workers to use recovery approaches when assessing the needs of people living with mental health conditions, enabling more effective connections and increased participation in the same community activities as everyone else.

The role is for three days with the potential for five days a week for the right candidate.

### Position objective

The Project Officer will have three key responsibilities.

- 1) **Project support:** Support the Project Manager/s to successfully meet project milestones and deliverables through strong project administration and communication.

- 2) **Build and maintain relationships:** Build respectful and collaborative relationships with project stakeholders and ensure recovery and trauma-informed approaches are used in all interactions.
- 3) **Co-ordinate project workshops and events:** In collaboration with the Project Manager/s and other project staff to promote, recruit and provide support for the delivery of project consultations, workshops and other events.

The position requires a motivated person with excellent organisation and communication skills. They need to be able to work both independently and as part of a team, as well as have the ability to build and maintain relationships.

### **Project support/ administration**

- Support the implementation and tracking of the project Activity Work Plans and work with the Project Manager/s to ensure project timelines, milestones and deliverables are met
- Ensure relevant project activities are complete by due date to contribute to successful delivery of project
- Report back on the progress of project activities in regular team meetings
- Work with the Project Manager/s to identify and manage any project risks and issues
- Support the Project Manager/s to prepare reports and other relevant documentation including accountability reports to funding bodies.
- In collaboration with the Project Manager/s, liaise with, and co-ordinate, project stakeholders
- Prepare for, attend and document all relevant project and stakeholder meetings (i.e. prepare agenda's, meeting minutes and other required documentation)
- Consult with other project or MHCC staff as required
- In collaboration with the Project Manager/s, source quotes and manage invoices
- Ensure contact details and other relevant information of stakeholders and workshop participants are collected and stored as per project requirements and in compliance of personal data and privacy regulations
- Ensure a timely response to telephone, oral and written enquiries or requests from other MHCC staff, Peer Leaders and stakeholders in relation to activities delivered as part of the project
- Ensure all relevant administrative tasks associated with the project are completed. This may include the development of documentation such as agendas and minutes as well as responding to email and phone enquiries.

### **Manage stakeholder communications**

- Support the Project Manager/s to develop respectful and collaborative relationships with local NDIS representatives, individuals, the general community as well as mainstream public, primary health care and mental health service providers around the project
- Be the key contact person for all project related enquiries and ensure enquiries are responded to in a timely fashion
- Work collaboratively with MHCC and key project partners to ensure project activities are delivered within the identified timeframes

## Workshop and events

- Oversee the promotion of workshops and events
- In collaboration with the Project Manager/s and other project staff, identify and recruit participants to be involved in stakeholder project workshops and events
- In collaboration with the Project Manager/s and other project staff, identify and recruit sector representatives to be involved in stakeholder engagement e.g. Advisory Group and related working groups.
- Support the planning, preparation and delivery of national educational workshops, co-design workshops and Advisory Group/working group meetings
- Prepare and pack supplies for NSW workshops and events
- Provide administrative support to deliver NSW workshops and events, including participant registration, note-taking and report writing
- Work with national Peer Leaders to ensure the timely completion of workshop evaluations, attendance sheets and other documentation as required
- Organise event travel, accommodation, catering and other event logistics
- In collaboration with the Project Manager manage the logistics for filming if required

## Project promotion and engagement

- Positively promote the reimagine.today website and project
- Provide information and advice on usage to individuals and organisations who make enquiries
- Support people with a lived experience of a mental health condition to engage with the project as required
- In collaboration with the communications team develop project summaries/content for promotional materials as needed
- Liaise with national Peer Leaders in regards to broad network communications to ensure compliance with anti-spamming policies

## Teamwork

- Work collaboratively with other project team members, MHCC staff, state/territory peak body representatives, Peer Leaders and other stakeholders
- Actively engage with other team members in continuous improvement of the project
- Be a liaison between MHCC and partner organisations to ensure clear communication and a strong collaborative approach to the project

## General responsibilities

- Stay up-to-date with relevant news and events related to the NDIS and mental health
- Ensure all activities conducted, recognise and reflect:
  - Recovery oriented practice
  - Trauma-informed care
  - Industry knowledge and experience.
- Positively represent MHCC and the project at all times
- Develop and maintain a culture that consistently represents MHCC's values

- Provide a client-friendly service that caters for, and delivers on, community and sector needs and ensures the delivery of quality customer service
- Abide by MHCC's Code of Conduct Agreement
- Adhere to MHCC's policy and procedures & workplace/industry requirements
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- Be involved in evaluations of performance as an ongoing part of continuous improvement
- Seek assistance from relevant MHCC staff as required
- Use equipment provided in a professional manner
- Ensure travel and other related project expenses are clearly documented and acquitted, and work with the project manager to ensure they are within budget
- Promote the project and profile of MHCC to the sector and other relevant parties
- Other duties as directed.