

## Position Details:

<b>Position Title:</b>	Mental Health and Wellbeing Coordinator
<b>Employment Type:</b>	Full-time to 30 June 2024 with the intention to extend for 12 months
<b>Hours of Work:</b>	1 FTE

## About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is the peak body for community managed mental health services in Tasmania. We represent and promote the interests of our members and work closely with Tasmanian Government agencies and Primary Health Tasmania to ensure sectoral input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system.

<b>Our purpose:</b>	Strengthen and advocate for our communities and service providers to support the mental health and wellbeing of all Tasmanians
<b>Vision:</b>	Every Tasmanian has access to the resources and support needed for good mental health and wellbeing
<b>Values:</b>	Compassionate and respectful, collaborative, and supportive, responsive, and adaptive, leading and engaging

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## Position Summary:

The Mental Health and Wellbeing Coordinator will be responsible for the identification of mental health and wellbeing programs, training, and community groups operating in Tasmania through research, consultations, and the establishment of steering committees and advisory groups. The Mental Health and Wellbeing Coordinator will support the development and execution of a mental wellbeing literacy campaign to attract and engage individuals, community, and organisations in raising awareness and understanding of mental wellbeing through the expansion and redesign of the [checkin](#) website.

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## Relationships:

<b>Reports to:</b>	CEO
<b>Direct reports:</b>	Project Officers relevant to this project



## Duties and Responsibilities:

- Identify key stakeholders in the establishment of steering committees and advisory groups
  - Establish and implement a consultation strategy that supports project research and development partners
  - Undertake an environmental scan of existing mental health and wellbeing programs, training, and community groups operating in Tasmania
  - Undertake research to develop and maintain a sound understanding of population-based approaches to mental health and wellbeing and identifying contemporary, and best practice programs
  - Develop and implement a project workplan based on research recommendations, consultations, environmental scan, and review
  - Support the expansion and redesign of the existing checkin website to include relevant content and resources
  - Work with contracted research partners to apply an evaluation and monitoring framework
  - Work with design and resource development partners to create a mental health literacy campaign to attract and engage individuals, community, and organisations
  - Oversee the development of a program to train and support Community Engagers
  - Work collaboratively with the CEO, management team, contracted partners and MHCT staff
  - Undertake other duties relevant to the role
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## Required Skills and Personal Attributes:

The position requires a self-motivated professional with demonstrated experience in the development and implementation of evidence-based statewide or national health promotion campaigns. Experience in identifying key stakeholders and the establishment, and facilitation of steering committees and advisory groups, together with a good understanding of population-based approaches to health and wellbeing is required.

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## Key Performance Indicators:

- A consultation strategy is developed to include relevant stakeholders in the establishment of steering committees and advisory groups
- Existing mental health and wellbeing programs, training and community groups are identified
- Research and consultations inform the development and implementation of a project workplan, and are completed within the required timeframes
- Content and resources on the enhanced checkin website are relevant, contemporary and support a population-based, best practice approach
- Engagement with the checkin website increases through the development and promotion of a mental health and wellbeing campaign
- Project staff are supported in the development of a Community Engagers training program
- Project staff are supported to ensure they meet project goals and deliverables
- Regular updates are provided to the CEO and Steering Committee on project objectives and outcomes

## **Selection Criteria:**

### **Essential criteria:**

- Demonstrated experience in planning, developing, and implementing a statewide or national health promotion campaign
- Demonstrated experience in creating and building positive working relationships, and in working consultatively and collaboratively with key stakeholders
- Demonstrated experience in undertaking research and environmental scanning
- Demonstrated experience in the planning, project management and implementation of large projects
- A strong understanding of population-based approaches to mental health and wellbeing
- High level interpersonal, oral, and written communication skills
- Experience in representation on committees, advisory groups and at network meetings

### **Desirable criteria:**

- A good understanding of the Tasmanian mental health system and community services sector
- Driver's licence