

## Position Details:

<b>Position Title:</b>	Project Officer – Community Capacity Building
<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

## Position Summary:

The Project Officer – Community Capacity Building will be responsible for undertaking an environmental scan of current mental health and wellbeing initiatives, training, and community groups and will work with partners in the development and implementation of a mental health and wellbeing program. The Project Officer – Community Capacity Building will work with key stakeholders to establish and support a network of community engagers including the development of training resources to increase participation and engagement of a mental health and wellbeing program across Tasmania. Intrastate state travel is a requirement of this position.

## Relationships:

<b>Reports to:</b>	Mental Health & Wellbeing Coordinator
<b>Direct reports:</b>	NIL
<b>Works closely with:</b>	Stakeholder Engagement Coordinator Project Officer - Youth Mental Health Access



## Duties and Responsibilities:

- Undertake an environmental scan of current community-based activities related to mental health and wellbeing initiatives, training, and community groups to identify key stakeholders and establish steering committees and advisory groups
  - Support the Mental Health and Wellbeing Coordinator and research partners in community engagement strategies to inform development and implementation of a mental health and wellbeing program
  - Develop and implement a community engagement plan that is aligned to the mental health and wellbeing program
  - Establish and maintain relationships with key stakeholders including local government, clubs, and community groups across Tasmania
  - Establish and maintain a network of community engagers across the state to support the delivery of a mental health and wellbeing program
  - Develop a training and resource program for community engagers to support onboarding, participation, and engagement
  - Support the uptake and implementation of the evaluation and monitoring framework
  - Work closely, and in collaboration with the Mental Health and Wellbeing Coordinator
  - 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 a training and engagement strategy, together with experience in environmental scanning, identifying key stakeholders and the establishment and support of network groups. Demonstrated experience in the development and delivery of training resources and a good understanding of population-based approaches to health and wellbeing is required.

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## Key Performance Indicators:

- An environmental scan of current community-based activities related to mental health and wellbeing initiatives, training, and community groups is completed
- Steering committees and advisory groups of key stakeholders are established and maintained
- Engagement strategies which inform the development and implementation of a mental health and wellbeing program are supported
- A community engagement plan that is aligned to the mental health and wellbeing program is developed and implemented within the required timeframes
- Relationships with key stakeholders including local government, clubs, and community groups across Tasmania are established and maintained throughout the life of the project
- A network of community engagers is established and supported through the development of a training and resource program

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- Community engagers are well supported to increase community and regional engagement with the MHCT mental health and wellbeing program
  - The uptake and implementation of the evaluation and monitoring framework is well supported
  - Regular updates are provided to the Mental Health and Wellbeing Coordinator, CEO and General Manager

## **Selection Criteria:**

### **Essential criteria:**

- Demonstrated experience in the delivery of training and or facilitating small and large groups
- Demonstrated experience in the development and nurturing of positive working relationships, and in working consultatively and collaboratively with key stakeholders
- Demonstrated experience in undertaking research and environmental scanning
- Experience in establishing and supporting network and/or community groups
- Experience in the planning and implementation of state-wide projects
- Demonstrated experience working independently and part of a small team
- A good 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 meetings
- A driver's licence with the capacity to travel intrastate regularly

### **Desirable criteria:**

- A good understanding of the Tasmanian mental health system and community services sector