

# WayAhead Job Recruitment Kit

## Promotion Coordinator

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### Section 1: Job Advertisement

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#### The Opportunity:

Working collaboratively with the Manager - Promotions and Communications, and the Mental Health Promotions team, to make a positive difference to the mental health and wellbeing of individuals and communities in NSW. Contribute to the development and promotion of mental health awareness programs and campaigns and prevention and early intervention projects.

Join a modern shared workspace with a fantastic vibe, flexible work culture and a focus on wellbeing and work/life balance.

#### About the Role:

The role will be involved in research, evaluation, and communication activities, and play an integral role in the delivery and success of state-wide campaigns and projects such as Mental Health Month, Mental Health Matters Awards, Perinatal Depression and Anxiety Awareness Week.

You will be empowered to use your creativity, administrative and organisational skills to support these significant state-wide campaigns.

This role will suit someone with a keen interest in mental health consumer issues, and skills in research, communication and administration.

## About you:

You are a highly-organised individual with excellent administrative skills, and the ability to prioritise and manage your own workload.

Inherent requirements for this role include strong working knowledge of Microsoft Office suite and WordPress. A commitment to social justice and applying these to your work and communications with diverse stakeholders.

You will have, or be studying towards, a qualification in health promotion, public health, or a related field/equivalent experience.

You will have a passion for community engagement, and a desire to raise awareness around mental health and wellbeing to the NSW community.

## What you'll get:

- A 12-month part-time position (3-days per week) with the potential to extend.
- Competitive salary:
  - Social, Community, Home Care & Disability Services Award - Range: Level 3
- Salary packaging.
- Additional days off, above the Award Leave, provided at the end of the year.
- Flexible work arrangements, such as: flexible start/finish times, the ability to accrue time-in-lieu and work from home.
- A workplace wellbeing program including daily personal wellbeing time and regular wellbeing events.
- Opportunity to work in a shared workspace alongside other community managed organisations.
- City-location with modern offices including standing desks, natural light, a small garden, close to light rail and bus stops, cafes and restaurants.
- An inclusive culture, encouraging diversity and equal opportunity.

## What to do next:

Self-assess your experience and skills against the Position Description in Section 3, and follow the guidelines outlined in Section 4 of this Recruitment Kit.

## Section 2: About WayAhead

### What we do:

At WayAhead, we work every day to educate people throughout New South Wales on mental health and wellbeing, linking services and resources that improve their mental health.

WayAhead works towards better mental health and wellbeing through sector leading programs, for example: WayAhead Workplaces.

Our goal at WayAhead Workplaces is to improve the health of Australia's working population.



### How we work for better mental health

- The coordination of mental health promotion activities such as Mental Health Month NSW, WayAhead Workplaces and Perinatal Depression and Anxiety Awareness Week.
- Free anxiety support groups throughout NSW.
- The provision of mental health information – the WayAhead Directory, mental health factsheets.
- Education seminars such as: Understanding Anxiety Forums and Professional Development Workshops – for people living with a mental health condition, the public and health care professionals.

- Small Steps workshops for parents and school teachers to raise awareness and improve recognition of anxiety disorders in children.

With the support of our board, staff, members, volunteers, and students - we're working towards a society that understands, and values good mental health practices for all.

## How we do what we do

Our programs are funded by the Ministry of Health, via the Mental Health Commission of New South Wales as well as other agencies, private donations and bequests.

We are a non-government, community-based organisation, and registered charity with QIC accreditation. We are a member of the Mental Health Coordinating Council.

### WayAhead Program Structure



## Section 3: Position Description

<b>Organisation</b>	WayAhead
<b>Title</b>	Promotion Coordinator
<b>Employment type</b>	Part Time, 12 month contract
<b>Hours</b>	3 days per week / 7.6 hours per day
<b>Salary grade and classification</b>	SCHCADS Award: Level 3
<b>Reports to</b>	Manager Promotions and Communications
<b>Direct reports</b>	N/A
<b>Location</b>	Suite 2.02 Building C, 33 Saunders Street, Pyrmont, 2009 or from home (as agreed)

### Role description

The role supports the development and implementation of WayAhead's mental health awareness programs, promotion activities and campaigns and prevention and early intervention projects.

The role will be involved in research, evaluation, and communication activities, and play an integral role in the delivery and success of state-wide campaigns and projects such as Mental Health Month, Mental Health Matters Awards, Perinatal Depression and Anxiety Awareness Week.

### Duties and Responsibilities:

#### Administration and Evaluation

- Provide high-quality administrative, and project support to the Manager - Promotions and Communications, including data entry, database maintenance, and general administrative duties.
- Respond appropriately to enquiries and requests from community members and organisations regarding mental health promotion campaigns.
- Participate in research, planning, organisation, and implementation of mental health promotion campaigns and activities including the collection and presentation of information from focus and reference groups, feedback forms, and surveys, conduct basic literature reviews, participate in the design and facilitation of focus and reference groups.
- Organise engagement activities - consultations, focus groups, and workshops with the local stakeholders and service providers, in a timely and structured manner.
- Contribute to the development and implementation of mental health promotion evaluation plans and prepare information for inclusion in reports.

## Promotion and Projects

- Contribute to WayAhead's mental health promotion planning, to ensure programs align with goals and the values of WayAhead.
- Collaboratively develop strategies to engage consumers and stakeholders from diverse communities: LGBTQIA+, Culturally and Linguistically Diverse, Aboriginal and Torres Strait Islander.
- Research and liaise with appropriate suppliers and services to support the implementation of Mental Health Promotion campaigns.
- Support Mental Health Promotion event planning, including preparing information for event briefs, assisting with event communications - ensuring information is accurate and appropriately stored.

## Communication and Engagement

- Develop content for communications material in collaboration with the communications team.
- Assist the Manager Promotions & Communications in coordinating, facilitating, and supporting various project tasks and in collaboration with other team members, such as preparing information for fact sheets.
- Participate in the process of engaging and strengthening relationships with local and state community stakeholders and service providers, to support the engagement and delivery of project deliverables.
- Liaise with external individuals, stakeholders, and organisations to coordinate resources, collateral orders. Additionally, communicate with grant applicants, recipients, and grant award judges for the Mental Health Month Small Grants program, and the Mental Health Matters Awards.

## Organisational, Team & Personal Development:

- Assist and support other WayAhead programs as required.
- Pursue opportunities for continuing professional development, and acquire new skills as required in support of program activities.
- Contribute to WayAhead's wellbeing culture through engagement in wellbeing activities, and through engaging with suitable opportunities for continued professional development.
- Promote initiatives in their work area to ensure effective performance and achievement of the goals and values of WayAhead.
- Promote a team spirit and communicate effectively and professionally with fellow employees, management, members, suppliers and service providers.

## Other General Responsibilities:

- Act in accordance with the principles of consumer empowerment and inclusion.
- Act in accordance with WayAhead's established policies and procedures, with particular attention to the Code of Conduct and our Charter.

- Complete National Police Check and Working with Children Check, as appropriate.
- Act at all times in accordance with the Disability Services Act 1993 and Privacy Act 2012.
- Promote WayAhead's services and campaigns.
- Report all hazards and "near misses", incidents and accidents to management.
- Exercise duty of care to other staff and visitors to the Collective Purpose premises.
- Generally contribute to the life and wellbeing of WayAhead and all its constituents.

## Section 4: Recruitment Process Instructions

### 1. Your Application:

- a.** Please read the Position Description and the Selection Criteria, and apply via email with:
- i. your resume and;
  - ii. a covering letter (not more than 2 pages) answering the Essential Selection Criteria;
    1. Note: You must submit a cover letter.
    2. Note: You do not need to limit your response to the essential criteria when explaining what you bring to the role, but you **must** clearly address the essential selection criteria.

### b. Selection Criteria:

#### Essential selection criteria

- Qualification, or studying towards a qualification in health promotion, public health, or a related field/equivalent experience.
- Demonstrated strong organisational and administrative skills, with the ability to work independently and take initiative.
- Previous experience supporting events through involvement in the planning processes and event delivery.
- Proven strong written and oral communication skills with high-level interpersonal skills, including experience liaising with clients or customers.
- Proficiency in a range of computer programs, including Microsoft Office Suite and WordPress.
- An understanding of and commitment to the principles of consumer involvement, and social justice.

#### Desired selection criteria

- Experience in consumer advocacy.
- Experience working in mental health promotion with identified target groups (Aboriginal and Torres Strait Islander; Culturally and Linguistically Diverse; Young People; Regional, rural, and remote; LGBTQIA+).
- Experience in website design, and basic graphic design.

### 3. The Process:

- Applications to be submitted by email to the HR Coordinator using subject line: **Promotion Coordinator Application**
- **Closing date to apply: 10am on the 17th February 2022**
- Applications and questions can be addressed to:  
[HR.Support@wayahead.org.au](mailto:HR.Support@wayahead.org.au)
- All applications will be acknowledged by email.
- Selected applicants will be invited to attend an interview.
  - » All interviewees will be asked the same set of questions, although the interview panel reserves the right to ask additional clarifying questions if necessary.
  - » The panel will rank eligible applicants in order of preference.
  - » The panel's decision is based on individual merit, taking into account the resume, covering letter, interview, and referees' comments.
- References provided by the selected applicants will be checked.
- The successful applicant will be offered the position.
  - » If they decline, the position will be offered to the next ranked person.
- All unsuccessful interviewed applicants will be notified as soon as possible.

**WayAhead supports diversity and is an equal opportunity employer.  
WayAhead promotes an informal, welcoming and friendly atmosphere.**