

WayAhead Small Steps Program Coordinator

Job Recruitment Kit

Contents

- 1 Job Advertisement
- 2 About WayAhead and Collective Purpose
- 3 Position Description
- 4 Recruitment Process

Section 1: Job Advertisement

About the Opportunity:

Reporting to the Lead - Anxiety Programs, the Small Steps Program Coordinator role will oversee the implementation of education programs for parents and teachers as well as organise public forums on anxiety disorders. The role involves delivery and co-ordination of facilitators, as well as the development and improvement of the Small Steps and Anxiety Forum Programs.

Join a committed team in a modern shared workspace, flexible work culture and a focus on work/life balance.

About the Role:

This position oversees the entire Small Steps Program and must also organise, lead and facilitate Public Anxiety Forums.

This role involves coordinating and delivering Small Steps presentations as well as evaluation and quality improvement activities to analyse and evaluate the effectiveness of the Small Steps program and the Public Anxiety Forums.

You will be self-sufficient and be able to work autonomously as you will be required to investigate and report on new opportunities for grants and collaborations and develop and maintain Small Steps sector partnerships to drive growth of the Small Steps Program.

This role will also require you to be collaborative and approachable when working with the Communications team on the development of Small Steps collateral and will require you to lead and organise a very small team of Small Steps casual facilitators.

Note: The roles requires weekly travel throughout Sydney and NSW. You must have your own fully licensed vehicle and Australian Driver's licence and must be prepared to spend about 1 to 1.5 weeks away, four times a year, for Public Anxiety Forums.

About you:

This is an interesting position that suits someone who has a minimum of 3 years professional experience in anxiety education and/or childhood anxiety (lived experience is an advantage), as well experience organising large community-based events.

We are seeking a person who has a strong grounding in delivering and facilitating workshops and who has a proactive and forward-thinking mindset that enables them to investigate new funding and collaboration opportunities and make program improvements.

We require someone who is engaging and who has strong interpersonal skills to be able to develop and maintain relationships with existing and potential sector partnerships.

What you'll get:

- A full-time, 12 month fixed term contract with the opportunity to extend.
- Competitive salary:
 - Social, Community, Home Care & Disability Services Award Level 4
- Option of Salary Packaging.
- Additional days-off, above the Award Leave, provided at the end of the year.
- Flexible working arrangements such as flexible start/finish times, the ability to accrue time-in-lieu and working from home.
- A workplace wellbeing program including daily personal wellbeing time and regular wellbeing events.
- Opportunity to work at Collective Purpose, a workspace shared by four like-minded community managed organisations.
- City-location with modern offices including standing desks, natural light, a small garden, close to light rail, bus stops, cafes and restaurants.
- Welcoming and inclusive culture encouraging diversity and equal opportunity.

What to do next:

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

Section 2: About WayAhead:

About the Organisation:

At WayAhead (<https://wayahead.org.au/>), we work every day to educate people throughout New South Wales on mental health and wellbeing and link them to services and resources that improve their mental health.

Our vision is for a society that understands, values and actively supports the best possible mental health and wellbeing.

WayAhead works towards better mental health and wellbeing through several sector leading programs such as WayAhead Workplaces (<https://workplaces.wayahead.org.au/>). Our goal at WayAhead Workplaces is to improve the health of Australia's working population.



How we work for better mental health

We work towards better mental health and wellbeing through:

- The co-ordination 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 or 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.

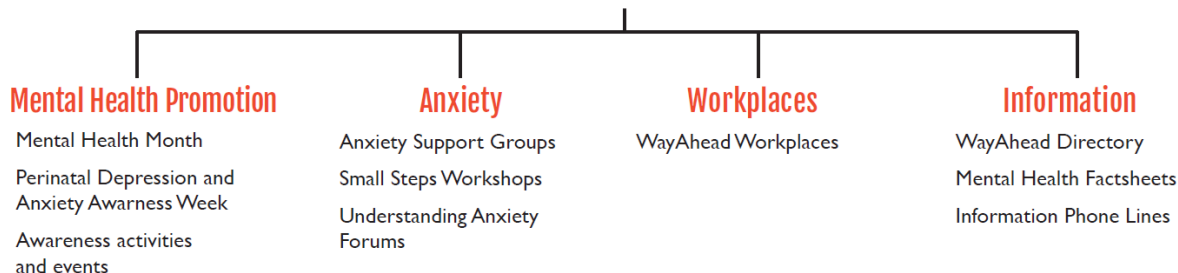
With the support of our board, staff, members, volunteers and students, we strive for a community that embraces and maintains the best possible mental health and wellbeing for all people. We work towards a society free from prejudice and discrimination against people living with mental illness.

How we do what we do

Our programs are funded by the NSW Ministry of Health 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

WayAhead Small Steps Program Coordinator Position Description

Organisation:	WayAhead
Title:	WayAhead Small Steps Program Coordinator
Employment type:	Full Time, 12 month Fixed Term Contract
Hours:	5 days per week / 7.6 hours per day
Salary grade & Classification:	SCHCADS Award Level 4
Reports to:	Lead - Anxiety Programs
Direct Reports:	Volunteers; Students and Casual staff
Location:	Suite 2.02 Building C, 33 Saunders Street Pyrmont 2009 or from home (as agreed)

Role Description

Reporting to the Anxiety Programs Lead, this role oversees the implementation of education programs for parents and teachers as well as organising of public forums on anxiety disorders. The role involves delivery and co-ordination of facilitators, as well as the development and improvement of the Small Steps and Anxiety Forum Programs.

Duties and Responsibilities

Small Steps - Delivery, Improvement & Development

- Deliver Small Steps seminars to primary school parents and teachers in person and online when required
- Field enquiries, take bookings and record booking details for Small Steps seminars
- Undertake evaluation and quality improvement activities to analyse and evaluate the effectiveness of the Small Steps program
- Work collaboratively with the Communications team & casual presenters on the development of new Small Steps materials, presentations, and collateral.
- Regularly disseminate promotional material about Small Steps to schools and appropriate community agencies

- Investigate and report on new opportunities for grants and collaborations related to Small Steps
- Develop and maintain Small Steps sector partnerships to drive growth and longevity of Small Steps Program
- Maintain records of any Small Step program grants and provide reports/acquittals as required

Public Anxiety Forums

- Organise, lead and facilitate public forums on anxiety
- Develop appropriate timelines to ensure Anxiety Forum targets are met (including minimum number of Forums throughout the year).
- Work collaboratively with the Communications Team to promote Public Anxiety Forums.
- Provide reports on Anxiety Forums and undertake program evaluation and program improvements
- Liaise with local agencies and organisations to ensure Anxiety Forums and content meet local community needs

Team Leadership

- Develop, train and supervise Small Steps casual facilitators
- Conduct regular check-ins to discuss progress, achievements, challenges and opportunities
- Work collaboratively with casuals on performance development including goal setting

Other

- Manage relationships with partner organisations, for example, ARC Victoria.
- Provide information on area of responsibility for all reports including board, quarterly and annual reports
- Deliver other public talks on Anxiety and Lived Experience as needed
- Actively foster and build relationships, and learnings, both internal and external to enhance learning and collaboration.
- Contribute to WayAhead's wellbeing culture through engagement in wellbeing activities (individual or group)
- Promote a team spirit and communicate effectively and professionally with fellow employees, management, members, suppliers and service providers.

General responsibilities

- 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.
- Exercise duty of care to other staff and visitors to the Collective Purpose premises.
- Contribute to the life and wellbeing of WayAhead and all its constituents.
Report all hazards, near misses, incidents and accidents to HR
- Exercise duty of care to other staff and visitors to the Collective Purpose premises

Key Result Areas (if applicable)

- Delivery of Small Steps program to schools within NSW
- Delivery of Anxiety Public forums

Travel

The roles requires weekly travel throughout Sydney and NSW. You must have your own fully licensed vehicle and Australian Driver's licence and must be prepared to spend about 1 to 1.5 weeks away, four times a year, for Public Anxiety Forums.

Section 4: Recruitment Process Instructions

1. Your Application:

- Please read the Position Description and the Selection Criteria and apply by email with:
 - your resume and;
 - 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 responses to the essential criteria when explaining what you bring to the role, but you must clearly address the essential selection criteria.

2. Selection Criteria:

Essential Selection Criteria:

- Fully licensed vehicle and Australian Driver's licence
- Minimum 3 years professional experience in anxiety education and/or childhood anxiety (lived experience is an advantage).
- Experience organising large community-based events
- Proven ability to collaborate and effectively build and maintain relationships with internal and external stakeholders.
- Proven ability to deliver high quality presentations
- Advanced written and verbal communication skills, including excellent interpersonal skills
- Demonstrated commitment to the principles of co-design and lived experience inclusion
- Demonstrated knowledge of current context regarding the mental health needs of children.

Desirable Criteria

- Experience working on mental health promotion initiatives
- An understanding of the Australian primary school education system.

3. The Process:

- Applications to be submitted by email to Human Resources using the subject line: **WayAhead Small Steps Program Coordinator Application**
- **Closing date for applications – 10 February 2022. Human Resources will review and respond to your applications as soon as possible.**
- Applications and Questions can be addressed to 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.
- All unsuccessful interviewed applicants will be notified, as soon as possible after the recruitment process is completed.

WayAhead encourages and supports diversity and is an equal opportunity employer.

WayAhead promotes an informal, welcoming and friendly atmosphere.