

Reporting to	Business Development & Partnerships Manager
Direct Reports	N/A
Status	Full time contract
Location	Parkville, Victoria

- **The organisation**

Mental Health First Aid (MHFA) Australia is a national not-for-profit organisation focused on mental health training and research. Our core work is to develop MHFA courses, and train Instructors to deliver these courses to their communities or workplaces. MHFA courses are delivered across Australia and internationally.

MHFA courses teach members of the public how to provide initial help to a person who is developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis. The first aid is given until appropriate professional help is received, or the crisis resolves.

- **Position Overview**

Under the direction of the Business Development & Partnerships Manager, the Community Engagement Manager will lead the development and implementation of the national Mental Health First Aid (MHFA) Australia Community Engagement strategy, including building the profile of MHFA within Australian communities, the promotion of MHFA Instructor Training, MHFAider training and MHFA's Champion Community Program.

The Community Engagement Manager will be responsible for overseeing the creation, planning and implementation of community engagement activities that deliver on the organisation's strategic objectives across Mental Health First Aid's core programs and priority population groups and community settings.

The role covers a number of areas, including but not limited to:

- In consultation with the Business Development & Partnerships Manager develop and oversee the implementation of an annual Community Engagement Program of work that aligns with MHFA's Strategic Directions.
- Preparing relevant reports including monthly board report, Zen desk and lead generation reporting detailing community engagement activity for the CEO, Executive Team and MHFA Board.
- Liaising on a regular basis with the MHFA Executive Team and Program Managers regarding the development and implementation of community engagement initiatives.
- Identify, lead, and develop an agreed number of mutually beneficial community engagement partnerships and stakeholder relationships that reflect MHFA's Program Partnership Principles.
- Identify, build, and invest in strategic links and dialogue with relevant agencies, community groups and networks that can support and contribute to MHFA's community engagement objectives.

- Represent MHFA in public speaking events and forums related to the Community Engagement Program.
- Together with the School and University Engagement Manager, lead and support the 'Community and School and University Coordinator' Role.
- Oversee and support the creation of engaging content that celebrates and promotes implementation of the Community MHFA program, including case studies, interviews, and social media content.
- With the support of the Marketing Team, coordinate MHFA Exhibits and attend events.
- Accountable for the Community Engagement Program budget and providing reporting against budget and agreed priorities.
- Model the MHFA values and behaviours at all times.
- Other duties as directed by the CEO.

The role requires close and collaborative working relationships with all staff across MHFA and collaborative working relationships with partners, suppliers, Instructors and other external stakeholders.

- **Qualifications, Skills and Selection criteria**

Essential

- Relevant tertiary qualification
- A minimum of 3 years demonstrated senior experience in Business Development, Stakeholder Relations, Partnership Management or Project Management experience within a health services or non-profit environment.
- Demonstrated ability to prepare and deliver high quality tailored business proposals and presentations for different audiences and markets.
- Demonstrated ability to identify relevant grant funding opportunities and to develop high quality submissions for funding to support MHFA's community engagement project initiatives.
- Demonstrated skills and experience managing, securing and retaining diverse high value organisational relationships that achieve and further community engagement objectives.
- Demonstrated ability to understand the varying needs and interests of diverse population groups and organisations to create sustainable and effective relationships which yield results.
- Demonstrated ability to build and manage relationships with internal stakeholders, to meet organisational objectives.
- Demonstrated ability to work independently and show initiative.
- Demonstrated attention to detail and accuracy with tasks.
- Ability to work under pressure, work on multiple initiatives and be highly organised and adaptable.
- A team player with a positive 'can do' attitude.
- High level of general computer literacy (Web, social media, Excel, Word, PowerPoint, Databases, Gmail, Mac OS X).

Essential for all roles

- Demonstration of a non-stigmatising attitude towards mental illness.
- An understanding of, and an interest in, mental health issues. Familiarity with mental health terminology, and a willingness to complete a Mental Health First Aid course.
- A full unrestricted Australian work permit or visa.
- A National Police Check is required to be obtained upon appointment to the role and every three years thereafter.



POSITION DESCRIPTION

Community Engagement Manager

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its' contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines and systems of MHFA Australia.

Employee Name:

Employee Signature:

Manager's Name:

Manager's Signature:

Date:

It is not the intention of the Position Description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned in this document may be altered in accordance with the changing requirements of the role.