

Role	Content Administration & Graphic Design
Reporting to	Curriculum Manager
Direct Reports	Nil
Status	Full time
Location	Parkville, Victoria

1. 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.

2. Position Overview

The Content Administration & Graphic Design position will support the Curriculum Development team in designing, updating and managing MHFA course collateral. You will have strong administration skills and be responsible for file maintenance on shared platforms, implementing changes to course materials and creating print-ready materials for distribution.

You will have excellent stakeholder management skills and be a team player with a can-do attitude, who has experience in a commercial or not-for-profit environment. To be successful in this role you will have an eye for detail when it comes content formatting and be able to design engaging teaching materials in addition to the development of new visual course related materials, helping to maintain MHFA's overall brand.

The role requires close and collaborative working relationships with all staff across MHFA and external stakeholders.

1. Utilising graphic design skills to format and update new or existing curriculum materials including manuals, handbooks, PowerPoints, certificates, flyers and other resources as required using Adobe Creative Suite
2. Administration tasks to support the curriculum development team to maintain course feedback information, respond to curriculum enquires and help with scheduled maintenance of curriculum activities
3. Management of digital and print resources such as uploading collateral to shared internal platforms, organise and maintain MHFA library and developing print-ready files for course material.

4. Work with internal teams to create visually engaging content such as static images, infographics and ensuring that course materials provided by MHFA are to the highest visual design standards and in line with brand guidelines
5. Ability to identify process risks and introduce controls and processes required to mitigate them.
6. Be the key liaison for the curriculum team and manage requests for release and distribution of course collateral.
7. Coordinate projects and liaise with other MHFA teams and 3rd party suppliers as required.

3. Qualifications, Skills and Selection criteria

Essential

- Utilising graphic design skills to format and update new or existing curriculum materials including manuals, handbooks, PowerPoints, certificates, flyers and other resources as required using Adobe Creative Suite
- Administration tasks to support the curriculum development team to maintain course feedback information, respond to curriculum enquires and help with scheduled maintenance of curriculum activities
- Management of digital and print resources such as uploading collateral to shared internal platforms, organise and maintain MHFA library and developing print-ready files for course material.
- Work with internal teams to create visually engaging content such as static images, infographics and ensuring that course materials provided by MHFA are to the highest visual design standards and in line with brand guidelines
- Ability to identify process risks and introduce controls and processes required to mitigate them.
- Be the key liaison for the curriculum team and manage requests for release and distribution of course collateral.
- Coordinate projects and liaise with other MHFA teams and 3rd party suppliers as required.

Desirable

- Experience with a Not-for-Profit organisations is preferred but not essential.

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.

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.