



## Position Description

### headspace Youth National Reference Group Member

**Location:**

**Department:**

**Level:**

**Employment Type:** Casual/Fixed Term

**Approved By:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Agreed By:** \_\_\_\_\_

**Date Agreed:** \_\_\_\_\_

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#### 1. POSITION SUMMARY

Youth participation is fundamental to the delivery of quality services for young people. **headspace** aims to provide young people with meaningful opportunities to directly participate and collaborate with its structure and services. The national model of youth participation focuses on utilising existing members of **headspace** centre youth reference groups to form the **headspace** Youth National Reference Group (hY NRG). hY NRG is made up of a diverse group of young people of varying ages, genders and cultural backgrounds. hY NRG consult with **headspace** National Office and their local centres on a variety of topics and issues and are involved in a number of national and local projects.

#### 2. POSITION CONTEXT

The role is located within the Corporate Affairs team at the **headspace** National Office. The work for this position will be completed in a remote location via Facebook, email and phone correspondence. The group will also come together every 6 months for a face to face meeting in Melbourne. hY NRG members will report directly to the Youth Participation Advisor. They will also be supported by 4 hY NRG Youth Advisors (previous members of hY NRG)

### 3. ORGANISATIONAL INFORMATION

**headspace** is funded by the Australian Government under the Promoting Better Mental Health – Youth Mental Health Initiative

**headspace**, est. 2006, is making a difference to the lives of thousands of young Australians by:

**Giving young Australians the opportunity to seek help early:** Thousands of young people have been assisted through our 40 newly established **headspace** centres Australia wide.

**Bringing together local health services under the one roof:** Reform of local mental health and substance use service systems are being driven by the funding that **headspace** has provided to local communities. Services such as mental health, vocational and alcohol and other drug services come together in our **headspace** centres.

**Making it easier for young people and their families to find the information they need:** In April 2008, **headspace** launched a new help-seeking website. Designed to be youth-friendly and easy to navigate, the **headspace** website is fast becoming the first port of call for people seeking information about youth mental health and wellbeing issues and services within Australia.

**Reviewing evidence and interventions to provide Australians with the most up-to-date information on youth health:** the **headspace** Centre of Excellence is undertaking a systematic review of Australian and international evidence on interventions for mental health and substance use disorders in young people aged 12-25 years.

**Creating awareness and educating young people about how to get help:** A successful ongoing social marketing strategy has resulted in **headspace** having a distinct identity and profile in the Australian community.

**Training professionals how to work with young people:** Professionals from a variety of settings across different **headspace** communities have been provided with training in youth-specific psychosocial assessments and strategies for the effective engagement of young people.

For more information about headspace, please visit [www.headspace.org.au](http://www.headspace.org.au)

### 4. KEY RESPONSIBILITIES OF THE GROUP

hY NRG will consult with **headspace** on a variety of topics and issues, and will be involved in a number of projects. This will be achieved by:

- Participating in two face to face events per annum
- Being prepared to undertake some training at face to face events
- Regularly providing feedback when requested to **headspace** National Office
- Being open and willing to participate in teleconferences, email and Facebook discussions
- Supporting local **headspace** activities
- Becoming an active community advocate for youth mental health with the goal of raising awareness of youth mental health, encouraging young people to seek help early and to educating the broader community about youth mental health

- Being involved in community education activities, or as media spokespeople on the issue of youth mental health
- Completing a wellness plan and actively look after all aspects of your health

## 5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

### 5.1 Essential

- Young people must be aged between 16 and 25 years old at the time of application
- Young people must be involved with their local **headspace** centre in some way e.g. as a member of the local youth reference group
- Have an interest and passion in youth mental health
- Possess the ability to work in a team and participate in group discussions as well as working independently
- Motivation, willingness and commitment to participate and respond to communications on an ongoing basis
- Willing to talk about youth mental health issues
- The ability to balance health and well-being and other responsibilities like school/work/university/family, with the demands of the hY NRG position
- Access to the internet and telephone
- Strategies in place to manage their own health and well-being
- Applicants must be comfortable and able to travel to Melbourne independently for face to face meetings

## 6. JOB COMPLEXITY, SKILLS, KNOWLEDGE

### 6.1 Level of Supervision/Independence

This position will report directly to the Youth Participation Advisor. As the role is largely based at a remote location, the hY NRG member will be expected to work independently.

### 6.2 Time Commitment

- There will be four face to face meetings, lasting two to three days during the course of your appointment. These meetings will be held in Melbourne. All efforts will be made to give ample notice of the event and to negotiate suitable times with the group
- In between these face to face events, contact will be maintained through email, Facebook and teleconferences. It is expected that you maintain regular (at least once/fortnight) contact with the group
- Focus groups and other catch-ups around specific topics will be held throughout the year. These groups may occur through teleconference, face to face (in your area, or in Sydney or Melbourne), or through email surveys and web-based discussion

### 6.3 Travel Commitment

- Members must be able to attend an initial two/three day face to face event to be held in Melbourne (tentatively arranged to take place on 25-28<sup>th</sup> of September).
- Participants will be requested to attend another three face to face events, and will be required to travel to these events. These events are likely to be in Melbourne

## 7. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times

## 8. RENUMERATION

### 8.1 Benefits

- Travel and accommodation at face to face events
- Work experience with **headspace** and the youth mental health sector
- Training in youth mental health, media and other project-related areas
- Develop a variety of skills and experience

### 8.2 Reimbursements

**headspace** National will cover the following costs:

- All reasonable travel costs to attend face to face events
- Accommodation while attending face to face events
- A reimbursement will be given for attendance at face to face events.
- Some other activities will be reimbursed, such as speaking at events and focus groups
- There will be an expectation that some work will be done on a voluntary basis