

Position Description

headspace Youth National Reference Group Member (hY NRG member)

Location:	Remote – anywhere in Australia
Department:	Clinical Practice
Level:	HS1 - \$21 per hour + 25% casual loading
Employment Type:	Maximum Term (18-months), Casual
Approved By:	<u>Vikki Ryall – Executive Director of Clinical Practice</u>
Date Approved:	_____
Agreed By:	_____
Date Agreed:	_____

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. HEADSPACE VALUES

At headspace, we are inspired by and believe in the power of youth. We work together to deliver authentic, progressive and inclusive services to build a brighter future with young people. We know where we're going, we're guided by our values, and we're committed to getting there together. Our people play an important part in shaping our culture and therefore, all headspace employees are expected to undertake their work in accordance with the headspace values as follows:

- **Inclusion** - We have a welcoming, safe and inclusive work environment - we believe that there is strength in difference
- **Collaboration** - We share information and work collaboratively, internally and externally, to deliver great outcomes with young people
- **Agility** - We are agile and innovative in our approach, so that we continue to meet the changing needs of young people



- **Excellence** - We have dedicated people who are empowered to deliver on our promises so that we can provide professional, high quality services

4. HEADSPACE VISION FOR RECONCILIATION

The headspace vision for reconciliation is an equitable Australia where the 60,000 year old cultures and continuing connection to Country of Aboriginal and Torres Strait Islander peoples are respected and celebrated. This future Australia is united by the understanding of our shared past, upholds the rights of Aboriginal and Torres Strait Islander peoples, and embraces self-determination and diversity. The headspace Reconciliation Action Plan formalises our commitment to reconciliation and to strengthening the social and emotional wellbeing of Aboriginal and Torres Strait Islander young people and communities.

5. COMMITMENT TO CHILD SAFETY

headspace is committed to being a child safe and child friendly organisation that recognises, respects and promotes the rights of children, young and vulnerable people. We recognise our responsibilities in keeping young people safe from any abuse from or by our employees and volunteers and will ensure that the safety of young people is always our first priority. headspace has a zero tolerance policy to child abuse, harm and neglect.

6. POSITION SUMMARY

Youth participation is essential to the delivery of quality services for young people. headspace aims to provide young people with meaningful opportunities to directly participate and collaborate with the organisation. A major aspect of headspace National's Youth Participation strategy is the headspace Youth National Reference Group (hY NRG).

hY NRG is made up of a diverse group of young people of varying ages, genders, cultural backgrounds and life experiences who are appointed for an 18-month term. hY NRG members should be connected to headspace, this could be in different ways, such as with a headspace centre or service such as the digital work and study services or accessing support through eheadspace. hY NRG consult with headspace National on a variety of topics and issues and are involved in a range of national projects such as media campaigns, service improvement activities like reviewing how we work with centres, and ensuring headspace is driven by the needs of young people.

7. POSITION CONTEXT

The role is located within the Clinical Practice team at headspace National. Most of the work for this position will be completed remotely via hannah (a headspace internal social network), email, Zoom and phone correspondence. Traditionally, the group will come together every 6 months for a face to face meeting in Melbourne, however due to restrictions around COVID-19 we have moved to having online meetings via Zoom. hY NRG members will report directly to the Senior Youth Participation Advisor. They will also be supported by four hY NRG Youth Advisors (previous hY NRG members).

8. KEY RESPONSIBILITIES/OUTCOMES

hY NRG members will be required to:

- Participate in regular Zoom (teleconference) meetings, and when restrictions allow attend face to face meetings (3-5 days) every six months in Melbourne.



- Participate in teleconferences, email and online discussions on a regular basis.
- Stay in regular contact with headspace National staff
- Engage in a range of youth participation activities throughout their term on hY NRG
- Be active community advocates for youth mental health.
- Be able to support their own wellbeing by completing regular wellbeing plans and actively looking after your mental health and wellbeing.
- Take part in mandatory training sessions
- Model and demonstrate constructive working relationships and information exchange within the team and across the organisation.
- Continually build upon knowledge and understanding of Aboriginal and Torres Strait Islander peoples and culture.
- Working collaboratively with young people from range of diverse background in a safe and inclusive way
- Any other duties consistent with the position where required by the Senior Participation Advisor

9. SELECTION CRITERIA

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

9.1 Essential

- It is an operational requirement that this position is occupied by a Young Person (aged 16-25 at 1 March 2021).
- Within the last 12 months have engaged with a headspace service. This includes, receiving services at a headspace Centre, being a part of a local Youth Reference Group, being a part of the digital work and study service, online career mentoring service, or accessed support via eheadspace.
- Have an interest and passion about youth mental health
- Have 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
- Have the time management skills to fit casual work hours into your schedule and to prioritise time for hY NRG work when required
- Willing to talk about youth mental health issues and share your story about seeking support at headspace, your mental health lived experience, or sharing your experience with a headspace service or program
- The ability to balance health and wellbeing and other responsibilities like school, work, study, and social commitments, with the demands of the hY NRG position
- Have strategies in place to manage your own health and wellbeing

9.2 Desirable

- An understanding of the youth mental health system
- Be able to think proactively and innovatively as to how we can support young people's mental health
- Previous experiencing sharing your mental health lived experience



10. 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

