



Job Title: Partnerships and Project Lead

Base Location:	Morwell
Hours of work:	38 hours per fortnight
Days of work:	Negotiable
Reports to:	Chief Executive Officer
Term of employment:	Six-month, fixed term contract with possible extension at reduced hours
Salary:	Social, Community, Home Care and Disability Services (SCHADS) Award Grade 4, Paypoint 1
Superannuation:	10.5%
Applications	Applications should be directed to michelle.possingham@llg.org.au , and close Sunday 14 August



Our vision: An Australia free of suicide.



Our values: Integrity . Respect. Fairness. Quality & Professionalism . Collaboration . Sustainability

Organisational Context

Lifeline Gippsland Inc.

We are a not-for-profit organisation with a proud history of serving our community since 1968. We provide a range of support services to the community including the 24-hour 13 11 14 national crisis line, suicide prevention activities, and mental health awareness programs and training. Volunteers play a vital role throughout the organisation.

Our business operations consist of six charity retail stores across Gippsland. These stores generate the income we need to support our contribution to the 13 11 14 crisis support line and other suicide prevention and intervention services as we work towards our vision of an Australia free of suicide, where no one has to face their darkest moment alone.

Organisational Level Outcomes:

All team members are expected to contribute to the success of LLG
At LLG we foster a strong sense of collaborative practice and a positive workplace by taking personal responsibility for:

- Participating in performance planning processes
- Contributing to the development of policies, procedures, risk management and quality improvement processes
- Developing annual work plans based on key performance indicators
- Seeking opportunities to recognise volunteers for their contribution to the organisation
- Compliance with Lifeline Gippsland's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Attend mandatory training sessions and mandatory training specific to position.

Role Overview

Lifeline Gippsland is implementing a Mental Health Cafe (based on the Safe Haven Café UK model) and the Project and Partnerships Lead is primarily responsible for leading and supporting the establishment and commencement of the service in Morwell. In partnership with project partners, consumers and carers the Project Manager will use consultation and feedback to influence the development of the service.

The appointee will negotiate and collaborate with key stakeholders, both internally and externally, to effectively develop the initiative in line with professional and regulatory standards, liaising with Latrobe Health Assembly (funding body) to ensure the service reflects the non-negotiable elements identified through consultation with the community.

Key Responsibilities & Duties

Partnerships

- Identify and consolidate relationships with a broad range of organisations, businesses and community members to explain the initiative and engage them to support the mental health café.
- Establish the critical partnerships required in order to develop a safe operating model.
- Assist in the development of the Governance roles, membership and processes for the initiative.
- Establish the Lived Experience Advisory Group (LEAG) to those consulted in the co-design of the

project and other interested persons.

- Ensure the LEAG and other interested persons with lived or living experience of mental ill health, including carers, are meaningfully engaged through the establishment phase of the project and develop a plan to support this throughout the term of the pilot.
- Effectively communicate project activities and outcomes to key internal and external stakeholders including the coordination of regular progress and activity reports, including our partners and funders, the Latrobe Health Assembly.
- Work collaboratively with the Latrobe Health Assembly staff group, including the marketing team.
- Model and demonstrate constructive working relationships and information exchange with the parties involved.
- Coordinate and provide education to relevant stakeholders

Project Implementation

- Develop a comprehensive project plan for the six-month establishment phase and report on progress.
- Conduct workshops based on co-design principles to inform the physical elements of the initiative.
- Liaise with relevant providers, contractors and tradespeople to achieve the physical environment in line with the recommendations of the LEAG and other project partners.
- Develop a staff and volunteer training plan.
- Measure progress against planned activities to ensure a continuous review and improvement program.
- Contribute to the development of the evaluation component of the initiative.

The organisation may from time to time issue verbal instructions or written descriptions about your job duties and responsibilities, which will serve as a guide for the areas for which you will be responsible. It is expected that your duties will be performed in accordance with the instructions of the organisation.

Role Requirements

Mandatory

- A relevant tertiary qualification
- A clear police check
- A Working with Children Check
- Current full Victorian Drivers Licence
- Extensive project management experience in a community development setting
- Experience in developing genuine stakeholder relationships across a broad spectrum of practices and disciplines

Desirable

- A comprehensive understanding of mental health lived experience, peer frameworks and the Victorian Mental Health Reform agenda
- Ability to provide a culturally competent service, appropriate to the needs of people from diverse backgrounds

Key Selection Criteria:

1. Excellent written and verbal communication skills, including well developed influencing and negotiating skills.
2. Demonstrated experience in creating and sustaining effective partnerships with key stakeholders, including working at different levels of readiness and understanding.
3. Stakeholder management experience, including knowledge of principles and processes for effectively mapping and managing internal and external stakeholders and demonstrated experience in stakeholder engagement across a variety of settings.
4. Ability to work with a range of people from diverse backgrounds in a respectful way.
5. A proactive and action driven attitude and approach with the ability to generate ideas, think innovatively, challenge the status quo and problem solve.

Acknowledgement of position holder

I confirm that I have read the above job description and understand my responsibilities as the Projects and Partnership Lead:

Print Name: _____

Signature: _____

Date: / /