

Position description

Title of the role:	Community Education (ILC) Project Manager
Program Area:	Quality & Service Development
Location:	Fairfield
Reports to:	Regional Manager, Quality and Service Development
Last Revised:	June 2017

Wellways

Wellways works to improve the lives and social inclusion opportunities for people with a mental illness, their families and friends.

Our Vision

Our vision is of a society in which people with a mental illness and other psychosocial disabilities, and their families, will be understood, accepted and supported. People with mental illness and other psychosocial disabilities will be afforded the same regard as those with physical illnesses and resources will be available to offer early interventions and state of the art treatment and support. People will no longer experience stigma and society will treat them with the same respect and dignity as any other person.

Our Values

We value the contributions of people with mental illness and their families and friends, in our organisation and the community, and set out the following values that underpin all our activity. We strive to incorporate our values into all programs and activities and will work closely with every team member to champion these values across the organisation. The Wellways values are:

- Honesty
- Acceptance
- Equity
- Flexibility
- Commitment
- Participation

We work to achieve social inclusion in two ways – recovery and advocacy

Position Summary

Under the support and direction of the Manager, Peer Services, the Community Education (ILC) Project Manager will manage Wellways delivery of the Information Linkages and Capacity Building (ILC) National Readiness Grant, 'Building Belonging'.

ILC National Readiness Grants form part of the wider National Disability Insurance Scheme. The purpose of ILC is to build innovative ways to increase the independence, social and community participation of people with a disability.

Wellways was successful in applying for an ILC National readiness grant for the 'Building Belonging' project. This project aims to create welcoming communities through the delivery of community education and engagement packages delivered by people with lived experience of psychosocial disability to targeted community groups. These education packages will equip community providers with knowledge and skills to welcome and include people with psychosocial disability. The project aims to move beyond awareness raising to embedding understanding, changing attitudes and culture and activating inclusive systems and behaviour. As part of this project, at least 60 people with a lived experience will be engaged to deliver at least 320 education workshops across VIC, NSW, ACT and QLD. The project will include offering Helpline support to community groups, development of self-directed online resources such as videos and interactive learning activities and resource kits for community groups on implementing inclusive practice.

The role will work in collaboration with the Quality and Service Development team and key stakeholders including People & Culture, Communications & Marketing, Finance, Wellways management, regional staff, people with lived experience, The National Disability Insurance Agency (NDIA) and community groups.

Refer to Attachment 1 for a reference to the overall Wellways organisation structure and for the relationship lines in context of the role.

Responsibilities

Key Deliverables	<ul style="list-style-type: none">• Complete an Activity Work Plan specifying activity details, deliverables, timeframes for delivery, measures of achievement and risk management strategies• Utilise project management software such as Smartsheet• Form a project steering committee and provide ongoing coordination of committee meetings• Oversee the development of community education workshop content and associated resources, including online and video content and tool-kit resources• Working collaboratively with the Q&SD team, assist with the development of a training program for community educators• Develop and implement a recruitment and engagement strategy of community educators and presenters with lived experience across ACT, VIC, NSW and QLD, including people who identify as Aboriginal and Torres Strait Islander, LGBTIQ+ and from Culturally and Linguistically Diverse Communities
-------------------------	--

	<ul style="list-style-type: none">• Coordinate training of community educators and presenters, working collaboratively with trainers, organisational support services and regional teams• If required, deliver training to community educators and presenters• Work collaboratively with key stakeholders to develop and implement a targeted engagement and marketing strategy of education packages to community groups, in particular GP clinics, Community Health Centres and sports clubs, housing providers, real estate agents, landlords, employers, employment support providers, educational institutions, community houses, recreational, cultural and spiritual groups• Work collaboratively with the volunteer manager and Helpline team to offer Helpline support to community groups• Oversee the delivery of 320 community education workshops within specified project timelines• In collaboration with Q&SD team, coordinate the support and mentorship of community educators and presenters• Network and maintain relationships with key stakeholders, including NDIA, regional stakeholders and community groups, providing regular project updates• Ensure all project activities comply with National Disability Insurance Agency Policies and CICD Program Guidelines• Support development and implementation of an evaluation process which monitors, evaluates and measures project outcomes in alignment with the ILC outcomes framework for reporting purposes• Complete reports according to reporting requirements, including a progress report and final outcomes report• Oversee project budget, ensuring all activities are within budget, and in accordance with the Grant Agreement.• In collaboration with Finance, provide a financial acquittal report at the end of the project grant period• Promote and present project outcomes in a variety of settings to build profile of ILC and position Wellways as a preferred provider of ongoing ILC programs nationally• Work as an active member of the Quality & Service Development team to ensure the application of best practice frameworks.• Utilise lived experience expertise to support organisational understanding of lived experience perspectives and recovery• Work within a mutually supportive and collaborative team culture of shared accountability and effective knowledge sharing• Actively participate in team meetings, PDR supervision and professional development activities
--	---

Essential Requirements, Knowledge, Experience and Skills

<p>Qualifications & Essential Requirements</p>	<ul style="list-style-type: none"> • Relevant tertiary or certificate level qualifications, or equivalent experience • Current valid Driver's Licence and the ability to undertake regular travel, including interstate • Appropriate IT skills including ability to use project management software • Satisfactory Police Records Check • Satisfactory Working with Children Check • Right to Work within Australia
<p>Technical Knowledge and Experience</p>	<p>Required:</p> <ul style="list-style-type: none"> • Project management skills or experience • An understanding of the impact of disability on service users, their families, carers and the community • An understanding and demonstrated commitment to social inclusion and diversity • Problem solving skills • Experience in report writing <p>Desirable:</p> <ul style="list-style-type: none"> • Lived experience • Prior experience working within the Mental Health industry or community based organisation • Fluency in other languages

Skills	<p>Leadership</p> <ul style="list-style-type: none"> Action oriented, and able to drive innovative solutions The ability to identify potential issues and setbacks and guide colleagues to optimise outcomes <p>Communication</p> <ul style="list-style-type: none"> Effective communication skills, verbal and written including the ability to write reports. Partnership, participation and negotiation - an ability to liaise, consult and negotiate effectively including an ability to encourage participation and develop effective partnerships with stakeholders <p>Interpersonal</p> <ul style="list-style-type: none"> Strong skills in developing and maintaining relationships with staff and other key stakeholders. Able to see things from others point of view and confirm understanding of that point of view. Able to express personal views in a constructive and diplomatic manner. Able to reflect on how one's own emotions impact on others. <p>Organising and Planning</p> <ul style="list-style-type: none"> Able to identify more and less critical activities and operate accordingly, reviewing and adjusting as required. Able to develop and implement systems and procedures to guide work and track progress. Able to recognise barriers and find effective ways to deal with them. Able to identify processes, tasks and resources required to achieve a goal <p>Self-management</p> <ul style="list-style-type: none"> Able to plan and prioritise work to ensure outcomes are achieved. <p>Information Technology</p> <ul style="list-style-type: none"> Proficiency - Microsoft Office Suite
---------------	---

Additional Information

This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the incumbent.

Financial Delegation: As per delegation schedule

People – Number of Directs: N/a

Travel Percentage: As Required



mental health | disability | rehabilitation

On Call: N/a

Special Requirements: n/a

DRAFT