



POSITION DESCRIPTION

NATIONAL PROJECTS LEAD (PEER IDENTIFIED)

Location: Working from home (ACT, NSW, NT, Qld, SA, Tas, Vic, WA)

Salary: SCHADS Award Level 7.1

Employment type: Part time (4 days/week) to 30 June 2028

ABOUT THE ROLE

The National Projects Lead will work with the National Mental Health Consumer Alliance (the Alliance) team in this fast-moving sector influencing progressive outcomes for mental health consumers nationwide. Using your well-established stakeholder relationship and project management skills, as well as your strong knowledge of disability rights, success in this role will see you improve the lives of people with mental health challenges.

Working with the Chief Executive Officer (CEO) and the National Policy Lead, the National Projects Lead will:

- Oversee the organisation's project/s, including being the primary contact person with grant funders, and being responsible for managing project grants, risks and any other project requirements under grant agreements;
- Collaborate with key external project stakeholders and ensure that people with mental health challenges, including people with psychosocial disability, are represented in joint work;
- Represent the Alliance on various committees, reference groups and working parties relating to project work;
- Where new project grants are awarded, start up new projects as per the grant agreements, in collaboration with the CEO;
- Line management for Project Manager/s and Project Coordinator/s.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values Driven:** The ability to demonstrate kindness, respect, acceptance, empathy, collaboration and integrity.
- **Flexibility:** The capacity to work and act flexibly in order to meet peer and organisational goals.



- **Collaborative:** A demonstrated commitment to working collaboratively and constructively with others including consumers, their families/carers, staff, volunteers, Government and sector partners.
- **Creative and inquisitive:** Capacity to contribute to developing and evaluating innovative approaches with new and fresh ideas and a positive approach.
- **Organisation:** Demonstrated ability to manage time and prioritise work to quickly respond to emerging issues under limited supervision.
- **Initiative:** Demonstrated ability to proactively take carriage of specific tasks, programs and projects and to exercise sound judgement in seeking feedback and direction.

STATEMENT OF DUTIES/PERFORMANCE AREAS

A. PROJECT LEAD

- Establish and maintain regular constructive engagement with funding bodies, ensuring they are kept abreast of any emerging project risks.
- Ensure project requirements are fulfilled according to any contractual arrangements, including maintaining good budgeting.
- Collaborate with external project stakeholders, including Disability Representative Organisations (DROs) and Disability Representative and Carer Organisations (DRCOs).
- Collaborate with internal project stakeholders, such as steering committees and the Alliance's member organisations.
- Attend stakeholder meetings as required and advocate strongly for the rights of people with mental health challenges, including people with psychosocial disability.
- Establish new projects as required, as successful grant applications are awarded. This may require hiring staff to undertake the project deliverables, establishing new stakeholder relationships.
- Update internal stakeholders on progress of projects, particularly in relation to shared work streams such as promotion of projects or writing policy submissions to government.



B. SUPERVISION

- Provide supervision and support to project staff such as Project Managers and Project Coordinators.

C. QUALITY IMPROVEMENT

- Develop and maintain records for ongoing evaluation, research initiatives and quality improvement activities and programs in the Alliance.
- Participate in professional and performance development programs as required.

D. GENERAL

- Identify and manage risks to business operations and/or program objectives.
- Deliver outputs and outcomes within agreed timeframes and to required standards.
- Conduct all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, and all policies, procedures and guidelines as determined by the Alliance from time to time.
- Perform other duties as required by the CEO or their delegate.

E. REPORTING REQUIREMENTS

- This role reports to: Chief Executive Officer.



ESSENTIAL CRITERIA

Please address the essential criteria on this page in your cover letter:

Lived Experience

- It is a genuine occupational qualification of this position to have a consumer lived experience of mental health challenges/social and emotional wellbeing issues and recovery, with firsthand experience navigating the mental health system.

Qualifications and knowledge

- Relevant tertiary qualifications in a related discipline and/or equivalent knowledge, skills and experience.
- A solid understanding of the human rights of people with mental health challenges and/or disability.
- A working knowledge of the National Disability Insurance Scheme

Leadership, advocacy and stakeholder engagement

- Previous experience working in a designated lived experience/peer role in either the mental health, suicide prevention or broader disability sector.
- Demonstrated supervision and project management skills including management of project budgets
- Demonstrated ability to develop and maintain effective stakeholder relationships including working with community representatives, government departments and funders.
- Demonstrated advocacy and policy skills, including representing constituencies, understanding how systemic policy is developed from the grassroots up, understanding new legislation at a fast pace, and working effectively in coalitions.
- Excellent written and verbal communication skills, including demonstrated ability to develop and contribute to high-quality written materials such as submissions, position papers, briefing notes, reports and correspondence.
- Demonstrated analytical and problem-solving skills in order to develop strategies, ideas and opportunities for resolving issues.

Administration

- High level planning and organisational skills, especially in relation to meeting deadlines and managing competing priorities.



- An ability to travel interstate on short notice if required.



PERSONAL ATTRIBUTES

- High level of attention to detail and accuracy
- Proven ability to safeguard confidential information
- Independent worker with accountability and responsibility
- Well organised and task focused approach to work
- Diligent and efficient multitasker with a calm approach
- Ensure discretion and confidentiality are maintained as appropriate
- Outcome and results focused
- Team player with understanding of working in a small, remote team

APPOINTMENT FACTORS / PREREQUISITES

Note that prior to beginning employment at the Alliance you will be asked to complete the following:

- National Police Certificate (maximum 3 months old or ability to obtain new) – Please note that candidates with a criminal record will not be excluded from being shortlisted for this role
- Working with Children/Vulnerable People Check
- Certification of tertiary or other qualifications if these are part of your application
- Minimum two reference checks

POSITION TYPE / REMUNERATION

Position type: Part time to full time

Position term: Contract to 30 June 2028

A full-time equivalent position (1.0 FTE) at the Alliance is seventy-five (75) hours per fortnight.

FTE for this position:	0.8 – 1.0 FTE
Hours per fortnight:	60.8 hours per fortnight

Note that while this role is currently being advertised as 4 days/week, there is a strong possibility of the organisation receiving more funding for this work, which could result in the role being increased to 5 days/week if preferred by the candidate.

Salary packaging / sacrifice is available. The Alliance is classified as a Health Promotion Charity by the Australian Taxation Office. Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.



This is a **peer-identified role**. In accordance with Section 66(s)(c) of the Equal Opportunity Act 1984, applicants **must have lived experience of mental health and/or social and emotional wellbeing challenges and recovery**.

As a lived experience-led organisation, we will **not** require you to disclose personal details about your experiences during the application or interview process.

Applications from Aboriginal, Torres Strait Islander and Pacific Islander peoples, people of colour, women, non-binary and gender diverse people, LGBTQIA+ communities, and people with disability, are strongly encouraged, even if you don't meet every criterion.

About us

The National Mental Health Consumer Alliance (the Alliance) is a peak advocacy organisation influencing progressive outcomes for mental health consumers nationwide. Benefits of working with us include:

- Bonus leave between Christmas and New Year
- Option to purchase up to 2 additional weeks of annual leave
- Work from anywhere in Australia, and travel to work with colleagues face-to-face 3x per year
- Not-for-profit Salary Packaging available to reduce your taxable income
- Employee Assistance Program available

Submitting Your Application:

Applications must include:

- Cover letter addressing the Essential Criteria of no more than three pages.
- Resume or CV including the names and contact details of at least two referees.

Please submit your application directly via the SEEK website.

Further enquiries, including a confidential conversation, can be made by contacting Priscilla Brice, Chief Executive Officer, via admin@nmhca.org.au.

Additional information about the Alliance can be accessed at www.nmhca.org.au