

## Position Description

<b>Position Title:</b>	<b>Community Engagement Coordinator</b>
<b>Classification:</b>	Stream B - Program Support

### Purpose of the Role

The Community Engagement Coordinator plays a key role in promoting mental health awareness, improving community understanding of youth wellbeing issues, and encouraging early help-seeking among young people. The position designs, implements, and evaluates community engagement, health promotion, and education initiatives that align with headspace Bathurst's objectives.

Working collaboratively with the Centre Manager, clinical team, Youth Reference Group (YRG), Family Reference Group (FRG) and local partners, the Coordinator strengthens community relationships, enhances the visibility of headspace services, and ensures young people and their families have a meaningful voice in service delivery.

### Key Relationships

- **Internal:** Reports to the Centre Manager and works closely with clinical and administrative staff across headspace Bathurst and its satellite sites.
- **External:** Engages with headspace Consortium partners, local schools, community organisations, government agencies, and youth networks.
- **Youth & Families:** Supports the Youth Reference Group and Family Reference Group; encourages youth and family participation in service design and promotion.
- Acts as a positive ambassador for headspace Bathurst and Marathon Health in the community and professional networks.

### Position Responsibilities

Responsibilities for this position include, but are not limited to:

#### Community Engagement

- Develop, deliver, and evaluate the **Community Awareness Strategy/Plan** in collaboration with the Centre Manager and team.
- Coordinate and promote community events, presentations, and campaigns that enhance the visibility of headspace Bathurst and encourage help-seeking among young people.
- Build and maintain partnerships with local organisations, schools, and service providers to support shared mental health initiatives.

- Manage social media platforms, website updates, and other communication channels to promote headspace activities and mental health messaging.
- Design and produce high-quality promotional materials in line with brand guidelines.
- Identify opportunities for grants, fundraising, and partnerships that strengthen community programs and sustainability.
- Represent headspace Bathurst at community meetings, forums, and media opportunities to build awareness and advocate for youth mental health.

### **Health Promotion & Education**

- Plan, coordinate, and deliver evidence-based health promotion and education sessions, particularly within schools and youth settings.
- Collaborate with clinical staff to ensure messages are consistent, safe, and reflective of best practice in youth mental health.
- Develop an annual calendar of engagement, education, and awareness activities (e.g. Youth Week, Mental Health Month).
- Evaluate health promotion initiatives and provide recommendations for continuous improvement.

### **Youth and Family Participation**

- Recruit, train, and support members of the **Youth Reference Group** to actively contribute to service planning, events, and campaigns.
- Recruit, train, and support members of the **Family Reference Group** to actively contribute to service planning, events, and campaigns.
- Facilitate meaningful opportunities for young people and families to share their perspectives and shape service delivery.
- Encourage participation that reflects the diversity of the Bathurst community, ensuring inclusive engagement practices.

### **Reporting, Evaluation and Administration**

- Collect and report on engagement and participation data, providing insights to support ongoing program evaluation; i.e. headspace Model Integrity Framework (hMIF)
- Prepare reports, proposals, and recommendations for internal and external stakeholders as required.
- Maintain accurate records of events, partnerships, and promotional activities.
- Contribute to quality improvement initiatives and organisational planning processes.

### **General Responsibilities**

- Stay informed of trends, policies, and research in youth and community engagement, health promotion, and mental health.
- Participate actively in team meetings, supervision, professional development, and training.

- Model and promote a collaborative, respectful, and inclusive work culture aligned with Marathon Health's values.
- Comply with Work Health and Safety policies, procedures, and all organisational requirements.
- Undertake additional duties consistent with the role as directed by management.

### Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

### Our Values

Staff are expected to demonstrate our **ICARE** values:

**I**ntegrity & Trust

**C**ollaboration & Innovation

**A**chievement & Excellence

**R**espect & Empowerment

**E**mpathy & Understanding

### Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. NDIS Worker Screening check, qualifications and professional registration as applicable to this role
3. Eligibility to work in Australia
4. Valid Australian Drivers Licence

### **Note:**

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

### **Selection Criteria**

#### **Essential**

- Relevant qualifications and/or experience in community engagement, communications, or health promotion.
- Availability for occasional 'out of normal business hours' and/or weekend work, where travel may be required to attend events.

#### **Desirable**

- Relevant qualifications and/or experience in mental health.