



Operations and Project Coordinator

Position Description

November 2019

Employment type:	1-year Fixed Term – Fulltime To commence 6 th January 2020
Salary and Award	SCHADS Level 6 Pay Point 1 (SACS G6Y1)
Location:	Woolloomooloo NSW 2011
Report to:	Chief Executive Officer
Supervises:	Allocated volunteers and students

About us

Being is the independent, NSW peak organisation representing people living with mental health issues and emotional distress. Our primary focus is to ensure the voices of people with mental health issues are heard by decision makers, service providers and the community. With a long-standing history of operation, **Being** is in a unique position to influence NSW policy, legislation and service delivery, allowing us to improve the outcomes for the communities we serve by providing advice to the mental health sector on people's views and experiences of the way mental health services are delivered. We support people to advocate and provide input into decision making at all levels through a co-design process and peer-led activities.

Being has a strong focus on human rights, and as such advocate for the rights of people with mental health issues and emotional distress to live and participate in the communities they choose. We are a value-based organisation whose work is underpinned by Recovery-Oriented and Trauma-Informed principles including respect, social justice and transparency, and a belief that recovery is possible for every individual.

Being engages with their members, Government, Community Managed Organisations, and the community through the provision of resources and information, consultations and submissions, research and evaluation, and both education and training.

Being receives core funding from the Mental Health Commission of NSW and project funding from the NSW Ministry of Health.



The Role

Working closely with the Chief Executive Officer, the Operations and Project Coordinator will be instrumental in the growth of the organisation through planning, implementing and reporting on key deliverables in line with the KPI's of the organisation.

A key focus for the Operations and Project Coordinator will be to ensure newly developed operational processes and procedures are completed in line with the Operations Plan and manual, Stakeholder Engagement Plan, and the Communications Plan

The key responsibilities of the role shall include, but are not be limited to:

- Provide senior leadership in the day to day operations of the organisation.
- Develop, administer and monitor Annual Operations Plan and Stakeholder Engagement Plan in line with strategic goals of the organisation.
- Lead the development and maintenance of operational processes and procedures to ensure the smooth operations of the organisation.
- Management and review of allocated projects, in line with strategic direction and annual planning,
- Continuous improvement of programs and projects by reviewing delivery outcomes, completing risk compliance and quality reporting requirements.
- Preparing and submitting KPI reporting in alignment with funding agreement compliance.
- Seek, write and submit funding grant applications.
- Organise and participate in event coordination and project management strategies where necessary.
- Contributing to the communication and resources of **Being** including: inputs and contributions in the preparation of articles for **Being**'s newsletter and e-news and other resources relevant to the organisation's advocacy and participation work.
- In collaboration with the team, contribute to the design, development and implementation of organisation strategies to increase the profile of **Being**.
- Maintain the membership database.
- Acting at all times in accordance with the principles of empowerment and inclusion
- Acting at all times in accordance with **Being**'s principles of Trauma Informed and Recovery Oriented approaches, and established policies and procedures.



Essential Selection Criteria

1. Identify as personally living with mental health issues, with an ability to draw upon own personal experiences and the experiences of others to inform your work.
2. Experience working with funding bodies and meeting KPI's and compliance reporting.
3. Demonstrated active leadership skills.
4. Demonstrated ability to supervise volunteers and students.
5. Demonstrated understanding of National and statewide systemic issues affecting people with living/lived experience of mental health issues, and capacity to advocate effectively from a human rights and social justice perspective.
6. Demonstrated excellence in written and verbal communication skills.
7. High level organisational and project management skills.
8. Committed to working collaboratively with a team with the ability to manage deadlines in a dynamic and busy environment.
9. Commitment to Recovery-Oriented and Trauma Informed principles.
10. Possess high quality verbal, written, and interpersonal communication, and high-level attention to detail and time management skills.
11. Strong computer skills, including the use of MS Office suite – Word, Excel, Outlook, PowerPoint.

Verification

We have read this position description and are satisfied it accurately describes the position and agree to the position description:

Position holder:

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Employee's Name

.....
Employee's Signature

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Date



CEO/Manager

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CEO/Manager's Name

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CEO/Manager's Signature

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Date