



## Team Leader – Course Development and Education

<b>Title</b>	Team Leader – Course Development and Education
<b>Salary Classification</b>	SCHADS Level 5 – PP1
<b>Weekly hours</b>	30hrs per week
<b>Employment type</b>	12-month Fixed term contract with possible extension
<b>Reporting line</b>	Manager – BEING Leadership Academy
<b>Direct reports</b>	Nil

### About BEING – Mental Health Consumers Inc.

**BEING - Mental Health Consumers** is the independent, NSW peak organisation speaking with and for people with lived/living experience of 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, and leads and influences systemic change in services and systems.

**BEING - Mental Health Consumers** is committed to human rights principles of diversity, inclusion, and equity and believes that recovery is possible for all people who live with mental health issues and emotional distress.

With a long-standing history of 26 years of operation, **BEING - Mental Health Consumers** is expanding and growing a service provision portfolio, to support people dealing with the day-to-day impacts of mental health issues in their daily living, as well as support the expansion and growth of the lived experience workforce

Our current programs include:

- BEING Leadership Academy
- BEING Suicide Support and Awareness Program
- BEING Lived Experience Network
- BEING Peer Workforce Network

### About the role

Working collaboratively with the CEO, Manager, and the BEING Leadership Academy team, you will play an instrumental part in developing, implementing and evaluating a new service program for our organisation and the BEING Leadership Academy.

The primary focus of Team Leader – Course Development and Education will be in developing and implementing training and education packages in line with the co-design and co-production principles, as well as our organisational values.

The role requires someone who is flexible, adaptive, and proactive, and is agile to the changing needs of the organisation and working within tight timeframes.

This position may require some travel.

### **Duties and responsibilities**

- Assist the BEING Leadership Academy Manager to collaborate, supervise and provide guidance to Peer Educators in establishing, implementing, and evaluating a new service program across NSW.
- Assist the BEING Leadership Academy Manager to collaborate, supervise and provide guidance to Course Development Contractors to develop a range of recovery focused learning materials, including session plans, learner resources, PowerPoint presentations and schemes of work associated with course production.
- Work collaboratively with people living with mental health issues, family, carers and the community in establishing the BEING Leadership Academy including course curriculum and courses.
- Research and stay up to date with contemporary models and methods of adult education and vocational training.
- Work collaboratively with the Manager and all key stakeholders to develop the course curriculum/prospectus.
- Demonstrate a commitment to principles and practices of co-design, recovery oriented and trauma informed practices for all staff, volunteers, and learners of the BEING Leadership Academy.
- Supervise, mentor and provide training as required to Peer Educators in the delivery of courses and workshops.
- As the Team Leader – Course Development and Education, establish and Chair the peer supervision group for Peer Educators and volunteers of the BEING Leadership Academy.
- Lead and influence continuous improvement mechanisms.
- Work with the Community Development Team Leader and collaborate with Peer Educators to establish processes for learner representation in the BEING Leadership Academy.
- Promote and facilitate individual and systemic advocacy.
- Other operational duties and responsibilities as required.

### **Essential Criteria:**

- Minimum qualification of Certificate IV in Training and Assessment (TAE10 or later), or significant experience in an education and teaching/facilitating role.
- Extensive demonstrated experience in course development from outline to delivery of all course materials
- Demonstrated knowledge, understanding and experience with leading, developing and motivating staff.
- Ability to plan and allocate work in order to meet objectives and deadlines.
- Experience providing leadership, mentorship and guidance to team members.
- Ability to build and sustain relationships with colleagues, learners of the BEING Leadership Academy and others to ensure positive outcomes for all.

- Knowledge, understanding and experience of recovery principals and working in a recovery focused way to support the integrity of the culture and philosophy of the organisation.
- Demonstrated ability to be creative, innovative and flexible in the development of learning course materials and session delivery.
- A good understanding of co-production and co-design, and experience in working from these frameworks.
- Excellent demonstrated written, verbal communication skills and time management skills in a workplace setting.
- Knowledge, understanding and experience of information governance, data protection and confidentiality.
- Knowledge of the mental health sector in NSW.

### **Desirable Criteria:**

- Personal experience of living with mental health issues and demonstrated ability, knowledge and understanding of how to positively utilise your own recovery to provide support and be a mentor for team members of the BEING Leadership Academy.
- Experience in learning & development environment in the disability or community services sector.
- Experience in the administration and/or management of digital Learning Management Systems, with knowledge of eLearning platforms and tools.
- Experience in working in a Not for Profit (NFP) or Non-Government Organisation (NGO).

### **How to Apply**

To apply for this position, please include a cover letter specifically addressing the Essential and Desirable Criteria, a Sample Course Outline and Session Plan on the topic of ‘Stigma & Discrimination’ and email with your resume to [janette.curtin@being.org.au](mailto:janette.curtin@being.org.au)

Please mark the subject line with: Team Leader – Course Development and Education - BEING Leadership Academy.

Applications not addressing the Essential & Desirable Criteria, Sample Course Outline and Session Plan will not be considered.

Applications close on Sunday 9<sup>th</sup> May 2021 at 1159.

Please note that you must have the right to live and work in Australia to be eligible for this position.

For further information about our organisation please visit [www.being.org.au](http://www.being.org.au)

BEING – Mental Health Consumers Inc. is an Equal Employment Opportunity employer. This means we apply affirmative action strategies to the employment of people with personal lived/living experience of mental health issues.