



RECRUITMENT INFORMATION PACKAGE

Peer Educator/Learning Advisor BEING Leadership Academy

BEING – Mental Health Consumers Incorporated

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Organisational Profile

BEING – Mental Health Consumers is the independent, NSW peak organisation speaking with and for people with lived/living experience of mental health issues. Our primary focus is to ensure the voices of people living with mental health issues are heard by decision makers, service providers, and the community, and have an opportunity to lead and influence 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.

Our Vision Our Purpose

For all people with a lived/living experience of mental health issues to engage as valued members in the communities they choose without stigma or discrimination.

Our Purpose

To ensure that the voices of people with lived/living experience of mental health issues are heard by decision makers, service providers and the community with a focus on systemic advocacy.

Our Values

The **lived experience** of people is fundamental to all that BEING – Mental Health Consumers does. Our work is underpinned by a commitment to upholding international human rights.

BEING – Mental Health Consumers holds the following values:

- Respect and dignity for all to enable inclusion.
- Social justice and equity to ensure participation.
- Belief in recovery to make it possible for every individual to recover.
- Integrity to ensure transparency and accountability.
- Fidelity to ensure the legitimate representation of the views of consumers.

Guiding Principles

- Creating space for people with lived / living experience of mental health issues to have their voices heard.
- Ensuring that recovery-oriented and trauma informed practice underpins all aspects of BEING – Mental Health Consumers' operation.
- The belief that services and a life free of stigma and discrimination are the human rights of every person.
- Providing capacity-building opportunities for all people with lived / living experience to grow.
- Ensuring that everything that BEING – Mental Health Consumers does is consumer led.

Our History and Work

With a long-standing history of 26 years of operation in leading and influencing systemic advocacy, 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
- BEING Lived Experience Network
- BEING Peer Workforce Network

National Reach

BEING - Mental Health Consumers is a founding member of the National Mental Health Consumer Alliance (NMHCA). The NMHCA was inaugurated with a formal media announcement in November 2019 in collaboration of peak bodies in multiple states and continues to grow in stature and size.

Our Culture

We pride ourselves on holding firm to our principles of Recovery Orientated Practice. This means that BEING – Mental Health Consumers upholds the following for our staff, Board, contractors, volunteers, members and the broader community:

- Promoting a culture and language of hope and optimism for people living with mental health issues.
- Use person first language and holistic approaches to recovery.
- Supporting personal recovery.
- Organisational commitment and workforce development to include people living with mental health issues.
- Take action on social inclusion and the social determinants of health, mental health and wellbeing.
- Belief that recovery is possible for everyone.

Equal Opportunity Employer

BEING – Mental Health Consumers is an Equal Opportunity Employer. This means we apply affirmative action strategies to the employment of people with personal lived/living experience of mental health issues and encourage people living with mental health issues to apply and to be involved as employees of our organisation.

POSITION DESCRIPTION

Title	Peer Educator/Learning Advisor
Weekly hours	22.5
Employment type	12 Months Fixed Term Contract
Reporting to	Manager, BEING Leadership Academy
Direct reports	Nil
Location	Woolloomooloo, NSW (Working from home during COVID restrictions may be required)

About the role

The Peer Educator/Learning Advisor will work collaboratively with the BEING Leadership Academy team and all key stakeholders to support the progression of the program.

The primary focus of the position will be to participate in the co-development and co-facilitation of courses and workshops offered by the BEING Leadership Academy. The secondary component of the role is to provide positive support and learning advice to clients of the BEING Leadership Academy to enable them to achieve their educational goals and learning objectives.

About the role

BEING Leadership Academy is a new and innovative consumer-led program funded through a Federal funding grant and offered by BEING – Mental Health Consumers.

The BEING Leadership Academy takes a collaborative approach to bringing adult education and learning into the mental health sector, through the provision of in person and online education programs and mentoring resources specifically tailored to the needs of people living with mental health issues, family and carers, and the broader community at a National level.

Duties and Responsibilities

Operational	<ul style="list-style-type: none"> • Collaborate with the BEING Leadership Academy team in the co-development and delivery of courses and workshops. • Participate in the co-development of a range of recovery focused learning materials, including session plans, learners' resources, power point presentations and schemes of work associated with course production and records
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	<ul style="list-style-type: none"> • Co-facilitate the teaching of courses/workshops according to timetables and modalities offered. • Utilise your personal recovery experience to provide positive support for all learners to achieve their educational goals. • Work collaboratively with the BEING Leadership Academy to develop the course curriculum. • Provide learning advice to students of the Academy as required. • Demonstrate a commitment to principles and practices of co-design, recovery and trauma informed practices for all staff, volunteers, and learners of the Academy. • Participate in the Peer supervision group for external Peer Educators of the Academy. • Work with the Academy team to establish processes for student representation within the Academy. • Participate in co-design committees and team meetings as required. • Ensure all documentation is maintained in line with program procedures and protocols.
Leadership	<ul style="list-style-type: none"> • Lead and model a positive attitude, professional conduct and unwavering commitment to quality outcome and service delivery for staff, members, and key stakeholders in line with the organisation Vision, Values and Strategic objectives. • Provide leadership to peer educators and learners as required.
Community Engagement	<ul style="list-style-type: none"> • Work collaboratively with people living with mental health issues, family, carers and the broader community to design, facilitate, and evaluate the portfolios work. • Build and maintain effective relationships with key stakeholders.
Compliance	<ul style="list-style-type: none"> • Develop and provide to management timely reports on all aspects of deliverables of the role. • Maintain relevance of contemporary models of learning, and technologies including education models, adult learning, databases, reporting management and enrolment systems. • Participate and contribute to reviews and evaluation of the portfolio.

	<ul style="list-style-type: none"> • Work with the portfolio manager and team to implement risk mitigation strategies, including maintaining risk register and risk profiling/matrix.
Other	<ul style="list-style-type: none"> • Adhere to all organisational policies, procedures, standards and practices • Act only in ways which advance BEING – Mental Health Consumers’ objectives, values, reputation • Contribute to a positive organisational culture and learning environment • Other duties as directed by Management

Key relationships

Stakeholders	Frequency	Items
Internal staff of BEING – Mental Health Consumers including CEO, Program and Project heads, other staff, contractors, and volunteers	Frequently	<ul style="list-style-type: none"> • Work on a daily basis with internal staff, contractors and volunteers.
Board of BEING – Mental Health Consumers	Infrequently	<ul style="list-style-type: none"> • Work with the Manager to develop timely reports for Board meetings.
People living with mental health issues, their family and carers	Frequently	<ul style="list-style-type: none"> • Build strong relationships with people living with mental health issues, their carers and family, • Provide education, training and support to learners of the BEING Leadership Academy.
Partner Organisations and other key stakeholders	Occasional	<ul style="list-style-type: none"> • Establish strong relationships with partner organisation and other key organisations.

About You

To be successful in the position you will have the following:

	Required	Highly Desirable
Qualifications	<ul style="list-style-type: none"> • Certificate IV Mental Health, Mental Health Peer Work, Community Services, Community Development/ or nearing completion of qualifications. 	<ul style="list-style-type: none"> • Certificate IV Training & Assessment TAE40116.
Experience	<ul style="list-style-type: none"> • Experience with facilitating/teaching adults using a recovery focused approach. • Experience, knowledge and understanding of working in a positive and focused team environment. 	<ul style="list-style-type: none"> • Experience working in the mental health / community services / disability sector. • Experience using CRM systems.
Knowledge	<ul style="list-style-type: none"> • Knowledge of the challenges facing people living with mental health issues. • Strong knowledge of computer literacy and ability to navigate Microsoft suite. 	<ul style="list-style-type: none"> • Knowledge of the mental health landscape and the moving parts of the sector at state and national levels.
Skills	<ul style="list-style-type: none"> • Lived/living experience of mental health issues and ability to bring your experiences and confidence in sharing publicly in the context of course delivery and development context. • Skilled in being self-motivated, conscientious, flexible, adaptable and able to work on own initiative. • Knowledge, understanding and experience of good organisational and time management skills and meeting work task deadlines 	

	<ul style="list-style-type: none"> • Ability to manage own wellbeing and personal responsibility and demonstrate this in a workplace setting. • Excellent verbal, written and interpersonal communication skills. • Strong administrative skills. 	
Others		

Performance Plan

The Peer Educator/Learning Advisor is required to develop and commit to annual key performance indicators (KPI's) that relate to BEING – Mental Health Consumers Strategic Plan and annual Business Plan, each of which are monitored and assessed by the line manager and/or CEO. In addition, the Peer Educator/Learning Advisor is required to adhere to the Code of Conduct and abide by the operating Values of the organisation.

It should be noted that Position Descriptions are under constant review and may be changed at any time.