

Position Description

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| Position Title | SPEAK UP! Stay ChatTY (SUSC) Project Officer (Youth/Junior) |
| Department | Early Intervention Services |
| Program | Suicide Prevention |
| Location | South |
| Classification | Level 4 |

About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. Our vision is for all Tasmanians to enjoy positive, respectful and fulfilling relationships. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

Our Values

At Relationships Australia Tasmania we believe that we should be:

- Willing to Serve
- In it Together
- People Matter
- Looking Forward

Position Summary

Working in partnership with Relationships Australia Tas, SUSC is a registered not for profit charity that works to help prevent suicide by spreading the message that nothing is so bad that you can't talk about it. SPEAK UP! Stay ChatTY deliver key messages on where to find help if it's needed, listening to those who need it, and how we can all help each other out in tough times.

The SUSC Project Officer (Youth/Junior) supports the SPEAK UP! Stay ChatTY Founder and Program Leader in organising community events and fundraisers, presentations to groups, workplaces, sporting clubs and schools to help promote the SUSC messages to youth and young people.

Key Areas of Responsibility

- Assist with the development of the Junior Sports Program
- Deliver the Junior Sports Program to junior sporting clubs across Tasmania.
- Liaise with sports clubs to promote the program and schedule sessions
- Provide administrative and program support
- Undertake the delivery of projects and initiatives in accordance with contract requirements and contract deliverables
- Assist in the development of a range of written material including program documentation, reports, newsletter content and marketing/promotional collateral
- Assist with event planning and delivery, including the support of the annual SUSC Ball
- Represent RA Tas/SUSC at meetings/events as required
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

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| Supervisor | SPEAK UP! Stay ChatTY Senior Project Officer |
| Direct Report(s) | Nil |
| Other(s) | RA Tas staff, external stakeholders including sponsors |

Extent of Authority

The SPEAK UP! Stay ChatTY (SUSC) Project Officer (Youth/Junior) informs and guides to gain the acceptance of others regarding the practices, systems and processes required to achieve program and service delivery outcomes. Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within clear objectives and/or budget constraints where there are no defined established procedures.

Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities
- Promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times

Selection Criteria

Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Tertiary qualifications (or equivalent) in Education, Social Work, Counselling or a related field and/or an equivalent combination of relevant experience, education and training
2. Sound understanding of suicide prevention and the Tasmanian Suicide Prevention strategy or the ability to acquire this knowledge
3. Understanding of and sensitivity to the needs of families and communities affected by suicide
4. Experience in program development and implementation, particularly working with students, parents and school staff
5. High level community development, communication, community engagement, consultation and facilitation skills
6. Demonstrated ability to present to a wide variety of audiences for different purposes in an engaging and motivating way
7. Ability to lead, convene and support meetings, working groups and forums
8. Ability to work as part of a multi-disciplinary team
9. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

Desirable Attributes

10. Current drivers licence
11. Certificate IV in Training and Assessment
12. Experience working with sporting clubs

Special Requirements

- Appointment to this position will be subject to a current Working with Children Registration
- Some intrastate and interstate travel may be required in this position

Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

Approval

Michael Kelly
CEO

December 2020