



Position Description

Position Title	SPEAK UP! Stay ChatTY Project Officer
Department	Organisational & Community Development
Program	SPEAK UP! Stay ChatTY
Location	Hobart
Classification	Level 4

About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We're here to help people and communities thrive by supporting people to create positive connections.

Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

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

Position Summary

SPEAK UP! Stay ChatTY (SUSC) works in partnership with Relationships Australia Tasmania (RA Tas) to promote positive mental health and suicide prevention within our community by normalising conversations about mental health and encouraging support seeking.

The SUSC Project Officer is responsible for the statewide delivery and oversight of the Stay ChatTY Sports Program. This includes Sports Program's stakeholder engagement, administration, and program growth. The Project Officer will also apply a clinical lens to, and deliver Stay ChatTY's existing mental health literacy programs, including the Sports, Schools and Workplace programs.

The Project Officer will be called upon to assist with other SUSC programs, fundraising and community engagement and events including the SUSC Ball and Shorts Day.

Key Areas of Responsibility

- Deliver the Stay ChatTY Sports Program and support the delivery of other S USC programs including the Stay ChatTY Schools Program where required in line with contract deliverables
- Support the Stay ChatTY team through clinical oversight and input into the development of S USC programs, in particular the Stay ChatTY Sports Program.
- Grow the Sports Program through strategic marketing and stakeholder engagement
- Deliver program administration including booking sessions, communicating with clubs, and sporting bodies, program evaluation, data entry and reporting
- Assist with S USC’s fundraising and community engagement events including the S USC Ball and Shorts Day, and represent S USC as required at meetings and events
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

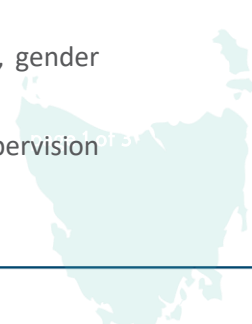
Manager	Manager Organisation & Community Development
Direct Report(s)	Nil
Other(s)	S USC and RA Tas staff, external stakeholders

Extent of Authority

The SPEAK UP! Stay ChatTY Project Officer works within existing frameworks to achieve program deliverables. They have the scope to explore new ideas, new projects, and new ways of working within the parameters of the requirements of the job, and under the guidance of their supervisors. They can inform and guide and seek approval from supervisors to take action.

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
- As an employee of RA Tas you are required to 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
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines
- Our organisation is committed to providing a welcoming and safe environment and to delivering culturally safe services for Australia’s First Nation peoples. You are required to behave in a manner that is respectful, culturally appropriate and welcoming for all First Nations peoples.
- Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities



Selection Criteria

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

1. Degree in Social Work, Psychology or equivalent tertiary qualifications that are recognised to deliver evidence-informed mental health programs.
2. Demonstrated ability to present to a wide variety of audiences for different purposes in an engaging way
3. Sound knowledge and understanding of mental health and suicide prevention, including mental health promotion.
4. Well-developed community engagement skills, with experience in sporting clubs being desirable.
5. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania
6. Current drivers licence

Special Requirements

- Appointment to this position will be subject to:
 - a current and satisfactory National Police Check and as applicable an International Police Check
 - a current EMPLOYEE Working with Vulnerable People registration for Child Related Activity

Working Conditions

- Some out of hours work will be required in order to satisfy operational requirements
- Some intrastate and interstate travel may be required in the position

Approval

Michael Kelly

CEO

October 2024

