

## POSITION DESCRIPTION

**Position title:** Community Engagement and Communications Officer

**Time fraction:** Full time position for 12 months, subject to funding

**Award:** SCHADS Award Class II (b) Level 5

**Reports to:** Operations and Engagement Manager

**Location:** Tandem Office, Abbotsford

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### 1 ORGANISATIONAL CONTEXT

Tandem was established in 1994 and is the Victorian peak body for mental health families and carers. Tandem is a not-for-profit, community based organisation. Tandem promotes and advocates for family and carer involvement in treatment and recovery of people living with mental health challenges, family and carer participation in planning, delivery and evaluation of mental health services and appropriate support for families and carers. Our principal areas of work are: systemic advocacy; contributing to mental health policy development; information provision; development; delivery and promotion of family inclusive training for the mental health workforce; support and training of the Carer Lived Experience Workforce; participation in the DHHS NDIS Transition Group; and administration of the Victorian Carer Support Fund.

### 2 SCOPE OF THE POSITION

The Community Engagement and Communications Officer position develops and operates a portfolio of carer engagement and communications that progresses the wellbeing of mental health carers and their involvement in the Victorian Mental Health System. The position will contribute to Tandem's profile in the community, and in ensuring that the organisation reaches broadly to mental health carers throughout Victoria. This position will extend the organisation's influence and identity through engagement and communications that raise the profile of Tandem's work and advance systemic change.

In addition, the role will involve organising and supporting networks and groups of carers who form for advocacy, self-education and support purposes.

### 3 KEY RESPONSIBILITY AREAS

#### Facilitate Tandem's communication and engagement to advance mental health carers' wellbeing and rights

- Promote Tandem and its work with contributions to Tandem's internal and external communications, such as social media channels, eNews and our website.
- Identify and facilitate collaborative partnerships between Tandem, government and community organisations to enhance the representation of mental health carers' issues.
- Support Tandem's advocacy and communications priorities to advance the involvement of mental health carers in the mental health system and their wellbeing.
- Contribute to management of the Tandem Register of Mental Health Carers, providing support and coordination to Register members.
- Be a part of Tandem's support to the Carer Peer Workforce.
- Contribute to Tandem's capacity to deliver its Strategic and Operational Plan strategies.
- Provide written reports and activities data as appropriate.
- Work within organisation policies and procedures.
- Undertake other duties as required within each person's scope and abilities.

### Engagement and relationships

- Work as part of a team to manage relationships with carer support groups and organisations that provide mental health carer services. Support and respond to community issues utilising community engagement and project management strategies.
- Implement identified and formalised strategic delivery partnerships.
- Provide advice and make recommendations to management on the development and implementation of effective and high quality community engagement.

## 4 KEY SELECTION CRITERIA

### Essential

- Qualifications and experience in community development, social sciences or related discipline.
- Demonstrated knowledge of and commitment to social justice principles, and a commitment to Tandem's vision and values.
- Demonstrated skills and experience in community development and project development.
- Experience in producing reports and papers.
- Excellent communication and facilitation skills, with ability to use those skills to communicate with a range of audiences with diverse communication styles.
- Proven track record of building collaborative relationship with a diverse range of internal and external stakeholders.
- Proven ability to work within limited supervision, manage competing priorities, and find creative solutions to problems.
- Ability to collaborate effectively in a team.

## 5 REMUNERATION AND CONDITIONS OF EMPLOYMENT

### Salary and conditions

A base salary of \$68,748.16 – \$73,000 will be offered dependent on qualifications and experience. Conditions of employment are based on the SCHADS Award Class II (b) Level 5.

### Additional requirements

- A probationary period of three months will apply.
- Police checks are mandatory for all new appointments.
- A working with Children Check is required.
- All staff are required to take responsibility for a safe and healthy work environment and have a commitment to equal opportunity and a workplace free from discrimination and harassment.

## 6 FURTHER INFORMATION AND TO APPLY

For further information, please contact Anne Finch at [anne.finch@tandemcarers.org.au](mailto:anne.finch@tandemcarers.org.au) or on 8803 5511.

Written applications addressing the Key Selection Criteria, accompanied by a current Curriculum Vitae, and listing three referees, should be sent to: <mailto:info@tandemcarers.org.au>, using the subject line: Community Engagement and Communications Officer.

**Applications close on 10 July.**