



POSITION DESCRIPTION - Consortium Independent Youth Co-Chairperson/s (Casey Cardinia)	
Part 1 – Expectations for Your Role	

Position	Consortium Independent Youth Co-Chairperson/s (Casey Cardinia)
Service / Program	Headspace Casey Cardinia
Reports to	headspace Service Manager
Effective Date	March 2025

About the headspace service

headspace is funded by the Australian Government through the South Eastern Melbourne Primary Health Network under the Promoting Better Mental Health – Youth Mental Health Initiative.

The objectives of headspace are to improve access for young people to mental health and related services, and to ensure better coordination between such services, by:

- providing holistic services through headspace sites; increasing the community’s capacity to identify young people with mental ill-health and related problems as early as possible; encouraging help-seeking by young people and their carers;
- providing evidence-based, high-quality services delivered by well-trained professionals; and providing a mechanism for service coordination and integration within communities and at a federal and state/territory government level.
- headspace provides service to young people aged 12-25 years old, and their family/carer network that is youth & family friendly, and operates in line with the vision and values of headspace National & EACH, whilst meeting National certification under the headspace Trade Mark License Deed.

About the Casey & Cardinia headspace Consortium

The role of the Consortium for headspace Narre Warren & Pakenham is to provide advice and support to the Lead Agency to assist the Lead Agency in meeting headspace service delivery objectives and expectations, and to ensure strong engagement with the community and local stakeholders.



The Consortium will undertake the following primary functions

- Review and advise on the development of the strategic objectives of headspace Narre Warren & Pakenham;
- Advise on future directions in respect headspace Narre Warren and Pakenham;
- Advise and assist in defining opportunities, identifying collaborators and developing collaborative links with the business community who have an interest in youth health issues;
- Promote the interests of headspace Narre Warren and Pakenham;
- Regularly review the direction and effectiveness of the headspace Narre Warren and Pakenham Annual Plan;
- Direct the tasks of any working group or sub-committees established, and receive reports and recommendations from these;
- Support the headspace Narre Warren & Pakenham management with advice and support

The Consortium is led by independent youth Co Chairs who are not a representative of a consortium partner or the lead agency. They have a passion and understanding of the needs of young people and want to strive to improve health outcomes for young people from the City of Casey and Cardinia Shire regions. The two youth co-chairs will be supported directly by the headspace Casey Cardinia Service Manager and EACH Youth Mental Health & Wellbeing Support Services Manager, with further mentoring to be provided by experienced leaders from within the sector.

Structure and governance

EACH as the Lead Agency for headspace Narre Warren & Pakenham, are responsible for the operational and clinical management of the centres. EACH is accountable for reporting on the program to South Eastern Melbourne Primary Health Network (SEMPHN) and to headspace National under the headspace Model Integrity Framework (hMIF).

Each Consortium member organisation is represented on the Consortium. The arrangements for the Consortium are detailed and agreed through a formalised partnership agreement between the parties.

The Consortium is considered a strategic partnership that identifies strategic priorities about the quality, safety and sustainability of the service model, and responds through shared action. The Consortium is led by an Independent Chair, (or Co-Chairs).

The participation of young people aged 12 – 25 years in advisory capacities to the Consortium will be essential to the successful implementation of the headspace Narre Warren & Pakenham.

Key Deliverables

The role of the Independent Chairperson/co-chair is to provide leadership of the Consortium. Consortium meetings will be held minimum five times a year during business hours. The Independent Chairperson's responsibilities include:



- Chairing headspace Narre Warren & Pakenham Consortium meetings, ensuring that business is conducted efficiently and with transparency
- Leading the Consortium to oversee, and to contribute to headspace Narre Warren & Pakenham
- Supporting members of the Consortium to understand and discharge their roles, responsibilities and accountabilities, and to build skills and capabilities necessary for the Consortium to fulfil its obligations
- Facilitating effective communication processes between stakeholders
- Ensuring that there is an effective process for identifying and managing conflicts of interest
- Ensuring, as far as possible, that members of the Consortium comply with their obligations under the partnership arrangements with respect to meeting attendance
- Encouraging and enabling participation by all members of the Consortium; and, assisting other members of the Consortium to establish, a constructive working relationship with key staff of the Lead Agency
- Ensuring that the partners operate in an ethically, environmentally and socially responsible manner
- Monitoring the co-contributions of each partner agency
- Instigating and contributing to a Consortium Performance Review annually
- Liaising with and representing headspace Narre Warren & Pakenham to the community, within the South East region as agreed by EACH
- Ensuring Consortium workload is appropriately shared between all partners
- Acting as an ambassador and figurehead for headspace Narre Warren & Pakenham

In accordance with the agreement between EACH and headspace National office, the Independent Chairperson will not make public or provide media statements or stakeholder communications purporting to be on behalf of headspace Narre Warren & Pakenham without the prior written consent of EACH. In addition the Independent Chairperson will not advocate against or otherwise seek to undermine advice provided by the Consortium.

Tenure

The Independent Chairperson/co-chair is appointed for a period of one year. The Lead Agency may renew the appointment for an additional two years. The Independent Chairperson/co-chair may only continue in the position after three years, if the Lead Agency considers that the person has skills and experience that can further the headspace service. In this case the Lead agency may permit the person to serve for such further terms as it thinks fit following consultation with Consortium Committee members.

Reporting relationships

The Independent Chairperson will be accountable to, and have a close working relationship with the headspace Services Manager (Casey Cardinia), and EACH Youth Mental Health & Wellbeing Support Services Manager who will report into the EACH Mental Health and Alcohol & Other Drugs Program Director, through to the Chief Executive Officer of EACH.



Working relationships

The Independent Chairperson/co-chair will work closely with:

- The Service Manager of headspace Narre Warren & Pakenham
- The EACH Youth Mental Health & Wellbeing Support Services Manager
- The EACH Mental Health and Alcohol & Other Drugs Program Director
- The members of the Consortium, through their representatives

Skills

The Lead Agency and Consortium shall appoint as Independent Chairperson/s of the headspace Narre Warren and Pakenham Consortium, a person who is:

- Passionate and understanding of the needs of young people, and who wants to improve health outcomes for the young people in Melbourne's South East
- Of high standing among stakeholder networks; and likely to have the confidence of other members of the Consortium
- strong leadership skills
- a collaborative style for decision making
- excellent communication skills
- knowledge of community based organisations
- Not a paid employee of EACH
- Independent of the Consortium Member organisations
- Independent of any other organisation with a commercial or pecuniary interest in headspace Narre Warren & Pakenham or Centre Activities
- Able to work collaboratively with the Lead Agency EACH, to lead the Consortium in its strategic, monitoring and stakeholder engagement activities.

The Independent Chairperson will be a person who is not currently, and who has not within the previous two years, been employed by EACH, headspace or a government agency that provides funding for headspace Narre Warren & Pakenham activities.

Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to travel locally for recruitment and onboarding activities.



POSITION DESCRIPTION – Volunteer
Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Volunteer Expectations

A key focus of our Volunteers is to work collaboratively with their fellow team members, their Team Leaders and other Each staff. Volunteers are responsible for contributing to the team to achieve the best outcome, and all volunteers must consistently model EACH’s values and behaviours and ensure Each’s culture is inclusive, safe, and engaging.

Volunteer Responsibilities

- Assessing for quality, safety and risk and taking actions that keep themselves, customers, community and staff safe
- Partnering with your team, others at Each, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Working within the program/role guidelines and professional boundaries of the role
- Demonstrating behaviours at all times that align to Each’s standards and recognises that you are an ambassador of Each

Quality

Volunteers must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each



Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Volunteer Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to volunteer in Australia

Expected Behaviours for all Each Volunteers

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.