



Rural Alive and Well Inc.

COMMUNITY RESILIENCE FACILITATOR --- POSITION DESCRIPTION

POSITION TITLE:	Community Resilience Facilitator – Statewide
LOCATION:	Oatlands (flexibility in location considered)
EMPLOYMENT CONDITIONS:	Contract
PAY SCALE	\$60,000 to \$65,000
IMMEDIATE SUPERVISOR:	Chief Executive Officer

OVERVIEW:

Rural Alive and Well Inc. was born in 2007 as a result of drought that had started take serious effect on the farming communities throughout Tasmania. Rural Alive and Well Inc. or RAW as it is commonly known as is a not for profit organisation formed to raise awareness of suicide prevention and community well-being through its motto of..... *talk to a mate*.

Our objective is to provide quick response through early intervention to people at risk of harm and to promote help seeking avenues for individuals and communities experiencing mental health and welfare issues.

The principal goal for which RAW was established is to create a strong, resilience and capacity of individuals and their families and the community to react to challenging life experiences with particular emphasis on mental health with a special focus on suicidal tendencies.

GOVERNANCE STRUCTURE:

Rural Alive and Well is governed by a 10 member Board that has a strong balance of professional and community experience. The current Board along with previous members have been instrumental in securing funding from both Commonwealth and State Agencies.

The Board has four committees – these being:

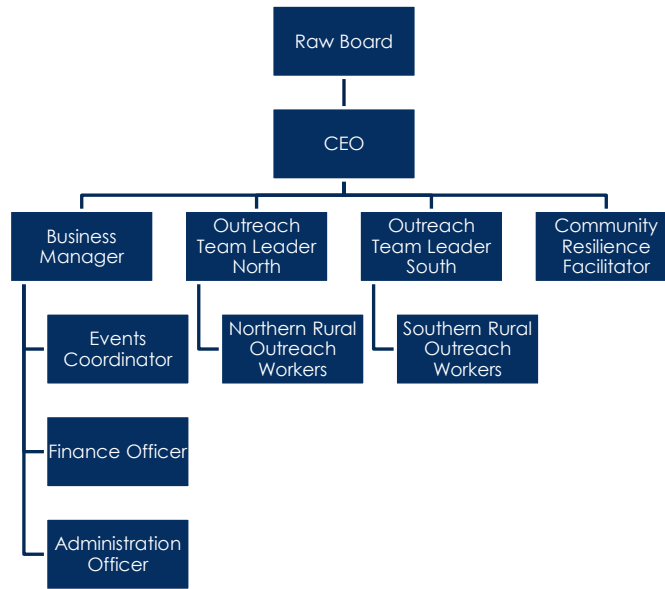
- The Executive Management;

- Finance, Audit Review and Compliance;
- Marketing, Promotions and IT;
- Education, Training and Capacity.

The Board is currently made up of the following people:

Mr Ian McMichael (President), Dianne Fowler (Snr Vice President), Anne Downie (Jnr Vice President), Robin Thompson (Secretary), Noel Beven (Treasurer), Nicholas d’Antoine (Public Officer), Dr Robert Walters (Board Director), Ron Christie (Board Director), Leonie Young (Board Director) and Nick Goddard (Board Director).

The organization is managed by a management structure that has been approved by the Board. The current operational structure of the organization is reflected in the below diagram.



REPORTING STRUCTURE:

This position reports directly to Rural Alive and Well’s Chief Executive Officer.

The position has a strategic and policy development role and is expected to operate with minimal supervision and with autonomy to deliver agreed outcomes.

This position will work closely with RAW’s Business Manager, two Outreach Team Leaders as well as each of the 8 Outreach Workers.

DUTIES:

- Facilitate the development and support the implementation of 20 local community well-being and suicide prevention plans over three years;
- Encourage the participation of individuals and organisations in innovative activities or program which enhance the wellbeing of the community or which alleviate homelessness, or other disadvantage arising from poverty or from other causes;
- Engage and partner with other agencies who work in suicide prevention, community development and service providers who together will support the development and will assist in the implementation of local community well-being and suicide plans across 20 rural communities;
- Build capacity and resilience within a community to identify a person at risk by providing education, training, community activities and strategies by breaking down barriers;
- Build the community capacity to identify key risk signs and to equip them with knowledge and prevention techniques;
- Facilitate partnerships with local communities and initiatives designed to build local community well-being;
- Convene local community meetings and inspire members to share in the formulation and implementation of the plans;
- Work with the communities to facilitate the projects identified at the local level from the strategies/plans;
- Keep timely records and data necessary for organisation management. Assist with the preparation of reports and RAW publications.
- Undertake marketing and promotion activities that enhance and promote the project and to assist RAW in meeting the objectives of RAW;
- Develop funding submissions that assist communities in the implementation of identified community projects and that facilitate positive outcomes for rural communities in Tasmania.
- Other duties as directed by the CEO.

LEVEL OF RESPONSIBILITY:

Responsible for:

- The establishment of community reference groups to develop suicide prevention plans in 20 communities over a 3 year period. 7 in the first and second year and 6 in the final year.
- Establishing an extensive network of service providers, community members, businesses and other organisations who will participate in the community reference groups.
- Establishing a high personal profile within the rural community to engender trust with potential participants in reference groups for development of suicide prevention plans.
- Ensuring the professional reputation of RAW and its staff is not denigrated through unprofessional or other activities that bring disrepute to the organisation.
- Providing information and feedback to the CEO, Business Manager, Outreach Team Leader and the Board as requested.
- Provide monthly reports to the Board in relation to program delivery.
- Planning routine day-to-day work program whilst exercising independent initiative, discretion and judgement and being mindful of established priorities and those of fellow workers.
- Maintaining effective administrative liaison with work place team members and other stakeholders.

- Maintaining confidentiality in all aspects relating to the business of RAW.
- To be able to work autonomously but also within a team environment.
- The Community Resilience Facilitator is responsible for ensuring a safe working environment by complying with relevant Occupational Health and Safety legislation and the requirements of the RAW Occupational Health and Safety Management System, policy, procedures and guidelines.
- Be conversant and comply with all relevant legislative requirements applicable to the role.

KEY PERFORMANCE INDICATORS:

The following represents the key performance indicators for the Community Resilience Facilitator:

- The establishment of 20 community reference groups
- Development of suicide prevention plans in 20 communities over a 3 year period. 7 plans in the first and second year of the program and 6 plans in the final year.
- The level of community participation in each region
- Evaluation feedback from launch of plans in each region
- The number of projects implemented by local reference groups
- The development of a minimum of ten funding applications to support projects that facilitate positive suicide prevention outcomes;
- The number of participants involved and the quality of the outcomes as they relate to suicide prevention of each initiative
- Yearly review of plans by regions

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA):

(in relation to the Duties)

- Demonstrated community engagement experience with particular emphasis on developing local community development strategies;
- A proven ability to gain community acceptance and to develop support programs that meet community needs whilst remaining mindful of current established networks.
- Experience in creating written reports;
- A professional understanding of suicide prevention strategies and the ability to empathise with a diverse range of individuals and organisations
- Demonstrated experience in writing funding submissions and knowledge of the funding landscape as it relates to the role.
- Extensive marketing and promotional experience including the development of newsletters, marketing of local events and stakeholder promotion.
- Proven organisational skills including the ability to set individual priorities and manage variable workloads and demonstrated capacity for self-direction as well as personal skills of initiative, adaptability, judgement, flexibility, discretion and planning.

WORKING ENVIRONMENT:

Workplace Diversity

RAW is committed to valuing and respecting each other as colleagues and peers. We value the fact that individuals bring different ideas, skills and backgrounds to their work in this organisation, and we recognise that people have different needs and aspirations. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We also value those who have a lived experience of mental health issues. We do not tolerate unfair discrimination, harassment or bullying in the workplace.

Occupational Health and Safety

RAW is a smoke free work environment. Smoking is prohibited in all workplaces including vehicles. RAW is committed to high standards of performance in respect to occupational health and safety. All employees are expected to participate in maintaining safe working conditions and practices.

All employees are required to comply with the *Workplace Health and Safety Act 1995*, section 16 "Duties of Employees". The *Workplace Health and Safety Act 1995* can be found at, <http://www.thelaw.tas.gov.au>