



Position Description – Project Officer

Title:	Project Officer
Location:	Hobart, with some intrastate travel
Employment Type:	Fixed Term (to early June 2024)
Hours:	22.8 hours per week (worked over 3-4 days)
Reports to:	Chief Executive Officer (CEO)

About Flourish

Flourish Mental Health Action in Our Hands Inc. (short 'Flourish') is an independent not-for-profit organisation established to provide a strong voice for Tasmania's mental health consumers and people with a lived experience of mental health challenges. Flourish works with clients, consumers, government and service providers to ensure that the delivery of mental health services is a quality process that meets the needs and expectations of all consumers and clients.

Flourish is an organisation that has at its heart the active, proactive, caring, and persistent support of people with lived experience of mental ill health.

Position Summary

The focus of the Flourish Project Officer will be the support of the Consumer Representative Program and implementation of Flourish's knowledge sharing framework. This role will have a specific focus on The Mental Health Reform Agenda and will include providing quality, accurate and timely information to key stakeholders. The role will require an understanding of policy and activities of the government and community sector in mental health sector. The Project Officer will work closely with the CEO and Flourish's Consumer Representatives to ensure the organisation's staff and volunteers are adequately informed in performing their roles, providing advice and support on related issues. The position will also assist with the coordination of projects that contribute to the achievement of co-design of mental health services.

Responsibility and Relationships

Internal:	The Project Officer will report directly to the CEO and for human resource and finance guidance to the Business Manager.
External:	Stakeholders



Key Tasks

1. Support to working Groups and Committees
 - a. Provide support to working groups overseeing the Mental Health Reform Implementation
2. Policy Comprehension
 - a. Analyse, investigate and research current and emerging issues to inform the organisation's policy and strategy development.
 - b. Contribute to the review, development and implementation of organisation policy and strategy to enhance consumer engagement and capacity building.
3. Communications
 - a. Implement and manage Flourish's knowledge sharing framework.
 - b. Provide quality, accurate and relevant information to a range of key stakeholders, including members, Department of Health employees, and service providers.
 - c. Support the CEO to manage and generate content for key issues within the Tasmanian Mental Health Sector.
 - d. Ensure effective communication strategies are developed and delivered to support the implementation of policies and initiatives.
4. Support the Consumer Representative Service
 - a. Hold bi-monthly capacity building and knowledge sharing workshop for Flourish Consumer Representatives.
 - b. Ensure internal policies procedures enhance consumer engagement opportunities.
 - c. Deliver existing Consumer Leadership Training
5. Other
 - a. Assist with ad hoc project coordination including preparing documents, discussion papers, submissions and performance reports relating to projects being undertaken.
 - b. Provide support to the CEO to deliver ad-hoc, whole of organisation governance requirements
 - c. Provide support to the CEO to deliver ad-hoc, whole of organisation governance requirements.
 - d. Undertake other duties as required.



Specifications

Qualifications

- Relevant tertiary qualifications

Skills

- Demonstrated experience in the planning, implementation and management of projects.
- High level written communication and interpersonal skills with the ability to build networks with stakeholders at all levels.
- Sound organisational and time management skills, with the ability to meet concurrent deadlines.

Knowledge

- Knowledge of the Tasmanian Mental Health Sector and current issues related to the sector, or the ability to acquire quickly,
- Working knowledge of the Microsoft suite of products.

Experience in a similar role that required:

- Working with maturity, passion and autonomy
- Addressing issues and challenges and exercising professional judgement.
- Multitasking and working on several programs or projects at the same time

Certification

Employment will be subject to:

- A satisfactory National Police Check (no more than 6 months old),
- Working With Vulnerable People Card (Tasmania)
- COVID-19 Vaccination Certificate
- Tasmanian Drivers Licence