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| **Position title** | | | | **Engagement Manager** | | |
| **Team/Group** | | | | Wellness and Prevention | | |
| **Work level** | | | | 3 | | |
| **Position reporting to** | | | | Head of Wellness and Prevention | | |
| **Employment Type** | | | | 1.0 FTE, Non-ongoing, until 30 June 2022 with possibility of extension | | |
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| **Vision, mission, strategic priorities and values** |  | | [Beyond Blue’s vision](https://www.beyondblue.org.au/about-us/who-we-are-and-what-we-do) is that all people in Australia achieve their best possible mental health.  Our mission is to work with the community to improve mental health and prevent suicide.  We aim to achieve this through our strategic priorities :   1. Promoting mental health and wellbeing 2. Being a trusted source of information, advice and support 3. Working together to prevent suicide   [Beyond Blue’s values](https://www.beyondblue.org.au/about-us/who-we-are-and-what-we-do/our-people) are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | | |
| **Position purpose** |  | The Wellness and Prevention team helps promote positive mental health and wellbeing and prevent poor mental health. The Wellness and Prevention team is currently developing a new Beyond Blue Wellness and Prevention Strategy, which will inform our activities. The Wellness and Prevention Engagement Manager will be responsible for engaging with key internal and external stakeholders to advance the Strategy.  This includes collaborating with influential stakeholders who have capacity to influence the mental health and wellbeing of the Australian community, for example, other organizations with a focus on mental health promotion and prevention and national stakeholders in key settings like work and home.  The Engagement Manager will also support the work of the broader Wellness and Prevention team, including by undertaking stakeholder engagement in relation to Wellness and Prevention initiatives, for example, supporting engagement with Beyond Blue corporate and community partners, the financial services industry and the small business community. | | | | |
| **Role dimensions** |  | **Direct Reports** | | | | Nil |
| **Overall team** | | | | 10 |
| **Financial Delegation** | | | | *As per the delegation of authority policy* |
| **Key accountabilities** |  | *External stakeholder engagement*   * Develop a proactive stakeholder engagement plan to enable contribute to the Wellness and Prevention Strategy and enable collaboration with the community. * Engage and manage relationships with key stakeholders, including at the senior executive level. This will include being the central point of contact for stakeholders; identifying, approaching and building ongoing relationships with key stakeholders and maintaining CRM records related to engagement activities. * Represent Beyond Blue’s Wellness and Prevention team as a subject matter expert at relevant strategic events, for example, on working groups, committees and presenting at conferences or webinars. * Capture stakeholder and community sentiment, and stakeholder feedback, and report internally to inform Wellness and Prevention planning and evaluation. * Some interstate travel may be required to complement online engagement with stakeholders.   *Internal stakeholder engagement*   * Collaborate across the organisation to help build an understanding embed Wellness and Prevention principles and priorities across Beyond Blue programs and activities. * Collaboration within the Wellness and Prevention team to achieve overall team objectives. This includes designing stakeholder engagement activities to support the broader team’s objectives (e.g. engagement with the financial services sector, small business community). * Collaboration with other program areas / operational teams within beyondblue to achieve overall objectives.   *Subject matter expertise*   * Acting as a subject matter expert in relation to mental wellbeing, mental health promotion and prevention, positive behaviour change and key settings including mental health at home and at work. * Provide advice and organisational support to the Head of Wellness and Prevention, including preparing budgets, reports, presentations, briefs, correspondence, facilitating teleconferences and face to face meetings, and providing relevant information to internal and external stakeholders.   *Project management*   * While this role is primarily relates to stakeholder engagement and management, the role may be responsible for project managing allocated Wellness and Prevention projects including the planning, development, implementation, of projects and activities, and comply with internal project and risk management systems and processes. * Report on the progress of assigned engagement activities to Head of Wellness and Prevention and others as required. * Contributing to team and organisational budgeting and planning activities. | | | | |
| **Key behaviours** |  | * We are community centric and focus on solving problems, listening and adjusting plans to deliver better outcomes for the community * We are comfortable working in the grey and recognising the opportunities in working through ambiguity * We create a sense of fun and light-heartedness, and channel our energy and enthusiasm into meaningful work * We create clarity and ensure our actions align to our strategy, so we can prioritise our finite resources * We collaborate to provide solutions and options for feedback * We actively listen, and communicate openly and transparently * We build relationships internally and partner with the whole organisation on shared goals, problems, and solutions * We build relationships externally and partner with key external stakeholders for the benefit of the community * We adapt, flex and take an agile approach to plans to meet community need | | | | |
| **Qualifications and key selection criteria** |  | Essential   1. **Relationship Management** — Knowledge of principles and processes for effectively building and managing internal and external working relationships, including in a primarily digital environment. Demonstrated experience in the profiling, targeting and engagement of senior level stakeholders, identifying opportunities for collaboration and influencing their decision-making. 2. **Presentation Skills & Experience** – Demonstrated experience in presenting to diverse audiences, including at in-person conferences or online webinars. 3. **Subject Matter Expertise** - Expertise in at least one of the following areas, and a strong interest in developing expertise in the remaining domains: positive psychology, mental health and wellbeing, mental health promotion, prevention of mental health conditions, behaviour change, mental health at work or home. 4. **Managing a changing environment** - Positive, flexible approach with the ability to manage ambiguity. 5. **Program or Project Management** – Knowledge and skills in project planning, budgeting, resource identification and deployment, task and activity monitoring, reporting, and overall project delivery against defined objectives, methods and outcomes. 6. **Written communication skills** - Proven ability to prepare various documents including, briefing notes, budget and planning documents, correspondence and reports with attention to detail and the ability to conceptually analyse information. 7. **Tertiary qualifications** in a relevant discipline, for example, positive psychology, behavioural insights, public health, health promotion, social sciences or a related discipline.   Desirable  At least 5 years experience in a stakeholder engagement role, preferably in a related sector. | | | | |
| **Core organisational capabilities** |  | *Community voice​* | | | Capture community insights, ensure community insights inform our work | |
| *Community awareness & system change​* | | | Adopt a community centric way of operating, with the community and the need for system change informing how we work​ | |
| *Digital Capability* | | | Increase our impact and reach across the community, and better understand and respond to community need and deliver personalised support informed by community insights and data. ​ | |
| *Agile Leadership​* | | | Respond in a shorter period of time and to enable more flexible and adaptable utilisation of resources across the organisation. It also enables us to embed our Ways of Working culture. ​ | |
| *Sustainable & diverse funding sources and supporting social impact​* | | | Develop a sustainable and diverse funding base, that strengthens our culture of philanthropy. We will invest and spend wisely, and plan for the longer term.​ | |
| *Best governance and demonstrating impact* | | | Balances stability and strong oversight, with dynamic decision-making processes that support responsive ways of working. We will measure our success – and our learnings – and share our insights with donors, philanthropists and government supporters. | |
| *Partner strategically for maximum impact​* | | | Work with the community, education, business, philanthropy and across government. Our engagement with partners will be purposeful, inclusive, transparent and respectful. | |