

Schizophrenia Fellowship of NSW

Position Description

MANAGER BUSINESS DEVELOPMENT AND ADMINISTRATION REMIND EDUCATION AND TRAINING

Reporting to:

Deputy CEO
CEO

Supported by:

Remind Clinical Director
Deputy CEO

Hours of work:

Full time or Part time Hours Negotiable

Tenure:

Contract to June 2014, as per FaCHSIA funding agreement

Salary:

SACS NAPSA Grade 5 enhanced by remuneration packaging and vehicle

Position Aims:

To further develop the Remind Education and Training Program in line with the grant from Commonwealth Department of Housing, Families Community Services and Indigenous Affairs (FaHCSIA) under the National Respite Development Funding Grant.

To further develop the Remind Education and Training Program as a provider of education and training to the government and non-government sectors in NSW.

Position Objectives:

- For Remind to deliver as much training and education as possible to the target audiences under the NRDF funding to assist in the growth of respite options for carers of people with a mental illness.
- For Remind to deliver tailored training and education across a range of mental health and other relevant organisations, including government and corporate organisations, to assist providers to meet the needs of their clients with mental illness.
- To assist in the process of making Remind a financially self sustaining program.

Responsibilities:

- Work in partnership with the Clinical Director to develop and implement Remind development strategy
- Maintain links and communication with all relevant stakeholders
- Developing and maintaining excellent customer relations
- Promote education and training programs to new and current customers
- Develop marketing materials for the NRDF programs to carers and respite organizations
- Ensure excellence in the administration of Remind including scheduling of training programs, booking of trainers, invoicing etc.
- Supervise the Remind team to provide training for consumers and carers to become mental health educators

- Supervise the Remind team to support consumer and carer educators
- Participate in the development and implementation of research partnerships
- Participate in overall Fellowship leadership as a member of the senior management team
- Any other duties as directed by the supervising staff
- Implement continuous quality improvement in the program

Background

The Schizophrenia Fellowship of NSW has a 25+ year track record of providing education and training to corporate, educational, government and community sectors. This service has been provided by staff, contracted trainers, people with a mental illness (consumers) and family members of people with a mental illness (carers). This program is delivered under the banner of Remind Education and Training, with its own corporate identity. (see www.remind.org.au for information on current programs and customers.

The Fellowship receives funding from Commonwealth Department of Housing, Families Community Services and Indigenous Affairs (FaHCSIA) under the National Respite Development Funding Grant to provide training to Commonwealth Carer Respite Centres and their service providers across NSW as well as to provide education to carers and education about respite to carers.

Remind is in need of a person with great organisational and business development skills to look after and further develop both strands of the Remind program. The position is based at Gladesville in Sydney, with some travel involved.

Selection Criteria

Essential:

- Relevant qualifications
- Experience in the co-ordination and delivery of education programs
- Demonstrated business development and time management skills
- Well developed communication and liaison skills
- Proven problem solving skills
- Ability to work as a member and leader of a cohesive team
- Excellent computer and administration skills
- Driver's licence

Desirable:

- Knowledge of mental illness
- Understanding of educational requirements for families and carers of someone with a mental illness
- Ability to work cooperatively with consumer and carer educators as part of the team.
- Conflict resolution and advocacy skills
- Experience in working with people from a culturally and linguistically diverse and/or aboriginal background

Approved: January 2012

Review date: January 2014