**Chairperson**

**headspace Queanbeyan Advisory Committee**

Thank you for expressing interest in working with **headspace** Queanbeyan. headspace provides and supports locally responsive, integrated health services within communities. **headspace** (the National Youth Mental Health Foundation) has been funded by Department of Health until June 2018, to operate a high quality and vibrant **headspace** Centre in Queanbeyan.

We’re seeking highly motivated people to join us to make a difference to the lives of thousands of young Australians in the area of youth mental health, by:

* Providing an opportunity for young Australians and their families to seek help early
* Making it easier for young people and their families to access information
* Educating young people & their families by creating awareness on how to get help

**headspace** Queanbeyan is guided by our vision to improve the mental, social and emotional wellbeing of our young people through the provision of high quality, integrated services when and where they are needed. Our Organisation’s values are to be:

* **Compassionate** – We listen and want to make a difference for young people
* **Inclusive** – We value a diversity of opinion and background
* **Responsive** – We are agile, flexible and move rapidly
* **Passionate** – We believe in what we do and enjoy what we do
* **Leaders** – We are innovative, thought leaders and valued partners

The strategic objectives of headspace include:

* **Engagement -** Build awareness of who **headspace** is and what we do, so people always know where and how to get help
* **Access -** Enhance access to appropriate services for all young people
* **Integration -** Provide seamless services that are responsive to the individual needs of young people
* **Sustainability -** Develop a long-term, sustainable funding approach and workforce
* **Effectiveness -** Deliver the best, most effective model through continued research and validation

**Expression of Interest**

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| Position Title | Chairperson |
|  | **headspace** Queanbeyan Advisory Committee |
| Location | Queanbeyan |
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**Purpose of the document**

This document has been prepared to assist people who would like to express an interest in becoming the Chairperson of the **headspace** Queanbeyan Advisory Committee (hQAC). The document provides a summary of:

* The role of the Chair
* How the Chair will operate
* The information that needs to be submitted if you are interested in the role
* The arrangements for lodging an expression of interest

**Structure and Governance**

headspace National Office (hNO) Local is the Lead Agency for **headspace** Queanbeyan, and thus is responsible for the operational and clinical management of the program. headspace National Office is accountable for reporting on the program to the funders.

A number of local organisations with a stake in the health and wellbeing of young people have formed a Consortium that supports **headspace**. The arrangements for the Consortium are underpinned by a Service Level Agreement between the parties. As of 1 July 2016, these organisations are:

* Southern NSW Local Health District
* RichmondPRA
* Barnardos
* Grand Pacific Health
* Max Employment

Additionally, the hQAC also consists of other stakeholder organisations, including Queanbeyan City Council, Department of Education, PHAMS, Southern Youth Family Service. A young person representative and family and friend representative are also on the membership of the Advisory Group.

headspace National Office employs a manager who has day-to-day responsibility for the operations of **headspace** Queanbeyan. headspace National Office also operates the clinical governance framework in which the clinical services of **headspace** Queanbeyan are monitored and continuously improved.

**Role of the Chairperson**

The role of the Chairperson is to provide independent leadership of the hQAC. hQAC meetings are bi-monthly or quarterly, on a Thursday 9.30 – 11am.

The Chairperson's responsibilities include:

* preparing for and presiding at meetings of the hQAC and ensuring that business is conducted efficiently and that meeting are conducted properly;
* supporting members of the hQAC to understand and discharge their roles, responsibilities and accountabilities and to build skills and capabilities necessary for the hQAC to fulfil its obligations;
* ensuring that there is an effective process for identifying and managing conflicts of interest;
* ensuring as far as possible that members of the hQAC comply with their obligations under the Service Level Agreement with respect to meeting attendance;
* encouraging and enabling participation by all members of the Consortium Advisory Committee;
* assisting members of the hQAC to establish and maintain a constructive working relationship with the key staff of the Lead Agency;
* as directed, advocating for the needs of young people in a range of local, state and national settings;
* facilitating the objective of the hQAC working towards achieving reform in the youth mental health sector;
* mentoring the young people attending the consortium meeting and ensuring their views are considered by the hQAC.

The Chairperson must not make public or media statements or stakeholder communications purporting to be on behalf of **headspace** Queanbeyan without the prior written consent of headspace National Office, and not advocate against or otherwise seek to undermine advice provided by the hQAC.

This is a voluntary position.

**Reporting Structure**

The Chair will be accountable to, and have a close working relationship with headspace National Office Director of Direct Led Centres.

The Chair will work closely with:

* The manager of headspace Queanbeyan
* The members of the hQAC, through their representatives.
* Identified Lead Agency Representative

**Requirements of the Chairperson**

headspace National Office shall appoint, as Chairperson of the Consortium Advisory Committee, a person considered to be:

* independent of headspace
* independent of the Consortium Members
* independent of any other organisation with a commercial or financial interest in the headspace program or services
* likely to have the confidence of the other members of the Consortium Advisory Committee;
* committed to the health and wellbeing of young people;
* of high standing among stakeholder networks; and
* able to effectively lead the Consortium Advisory Committee in its strategic, monitoring and stakeholder engagement activities.

The Chairperson should be a person who is not currently, and who has not within the previous two years been, employed or engaged by headspace or a government agency that provides funding to headspace Queanbeyan.

The Chairperson is required to provide a current certified copy of a NSW National Police Check and a NSW Working with Children’s Check.

**Terms of Appointment**

The Chairperson is appointed for a period of two years. The Chairperson may only hold the position after three consecutive years, if headspace National Office considers that the person has skills and experience that can further the headspace service.

**Appointment Process**

A sub-committee of the Consortium Advisory Committee, chaired by the Lead Agency Representative, or nominated Delegate, will review Expressions of Interest; and will interview a short-list of candidates.

headspace National Office Director of Direct Led Centres will recommend to the headspace National Office Executive a preferred candidate after consulting with the representatives of the Consortium members. The appointment will be made by headspace National Office. All applicants will be notified of the outcome of the process following acceptance of the role by hNO’s appointee.

**How to Submit your Expression of Interest**

All applications will be regarded as confidential and **must** include:

* Covering letter which includes:
  + details of the position applied for, your name, address, and contact phone numbers and any other relevant information
  + a statement relating to how you meet the requirements of the Chairperson listed in this information pack.
* A copy of your resume
* A reference supporting your EOI from a young person (under the age of 25 yrs).

It is preferred that applications are submitted electronically via email, forwarded to

[info@headspacequeanbeyan.org.au](mailto:info@headspacequeanbeyan.org.au)

**Expressions of interest are due by Monday 29 August**

For further information about this position please contact Centre Manager Nic Hubbard on

6298 0300 or Director Greg Young on phone 0476 801 216.