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| POSITION        | Program Delivery Coordinator                               |
| SALARY          | \$64,677.50 inc. superannuation (\$59,066.21 base rate pa) |
| EMPLOYMENT TYPE | Permanent Full-Time  |
| LOCATION        | Flexible   |
| START           | Jan/Feb 2021   |

batyr is a 'for purpose' preventative mental health organisation, created and driven by young people, for young people. We run programs that help smash the stigma surrounding mental health and empower young people to reach out for support. We help create supportive communities.

We are an energetic, fun and dynamic team who are passionate about changing the way we speak about mental health. Excitingly, we are on the hunt to build our team with even more passionate, skilled and driven people to continue to develop our high-performance culture and expand the reach and impact of batyr. If you want a workplace where you can bring all of your full, weird and wonderful self to the office each day, this is the place.

### working with us

At batyr, we care deeply about those we welcome into our work-family and do our best to support our team. We do this by:

- providing all permanent staff with a wellbeing budget that you can use on a gym membership, a new surfboard, pottery classes, music lessons, a spa treatment, a new book... almost whatever you need to help keep you feeling good
- providing ongoing professional training and wellbeing sessions
- wellbeing leave - your personal leave doesn't just have to be for sick days, at batyr you can also use this leave to support your mental health and wellbeing
- mid-year and start-of-year retreats
- flexible working arrangements
- salary packaging up to \$15,900 pa - because we're a not for profit, you can choose to receive a proportion of your wage as a reimbursement of personal expenses, with no income tax payable on this money
- a bring your own device policy, with reimbursements for using your own phone and computer

batyr is committed to providing a safe, culturally appropriate, inclusive environment for all people, regardless of their ethnicity, faith, disability, sexuality, or gender identity. We believe that everyone's voice is valid and worthy of being heard and because of this we strongly encourage people from all backgrounds to apply, especially those from minority or marginalised communities.

### about you

Communication is your middle name; you're passionate about crafting stories and experiences that meet young people where they are. The only thing that gets you more excited than a good program logic is helping other people understand and communicate it authentically. You're motivated by the satisfaction of creating public speaking and facilitation training which allow people to flourish and excel in their own ways.

While fresh ideas flow out of you like trends on #fyp, you're also far better at turning these ideas into an accessible and easy-to-communicate reality. Being someone who just gets young people, you also totally know what #fyp means. And if you don't, you're a problem solver who has already googled it, read three articles on how to go viral, and created a TikTok account.

By now you've planned an interactive 2-day workshop so your mates can explore the complexities of such advanced memes in a collaborative & engaging way. You will be passionate about embedding a youth voice into our programs so that our content remains relevant to young people. In a mental health space crowded by wellness bloggers, hard-to-grasp concepts, and people who sound like they've swallowed a medical textbook; you'll be an expert in crafting programs which are relevant, accessible and practical for young people and the people that support them.

As with all of our employees, you will have an active interest in tackling the stigma around mental health (specifically in young people), and are aligned to batyr's five values; empathy, inclusivity, balance, positivity and boldness.

### position summary

batyr has moved from strength to strength since it started, growing from a small Sydney based team to an organisation with national presence and reach. With an increased reach there is a need to ensure that our programs are continually evolving and impacting young people in the most effective way possible.

The Program Delivery Coordinator will work in the Program Content and Delivery Team (PCDT), and take part in the design, development and maintenance of program content for our batyr program suite; ensuring that our programs are at the cutting edge of preventative education. This includes integrating our emerging theory of change with our existing program logics, and developing ways of effectively communicating program structures with regional delivery teams. Working closely with a creative team, the Program Delivery Coordinator will focus on designing program content and structures which resonate with young people and allow for a positive, interactive and authentic experience.

This role will work closely with the Program Content & Engagement Coordinator and regional delivery teams to create effective and adaptable training structures for casual and full time staff. In doing so, this role will work with regional delivery teams to ensure the quality and consistency of batyr programs nationally. The role will ensure efficient and effective processes and structures are maintained for the scalable increase in growth of batyr programs. This role will be working closely with a creative team to ensure batyr's programs continue to be high quality and the core of what batyr does.

The Program Delivery Coordinator will report to the Program Content and Delivery Manager based in Sydney.

All candidates will need to hold a current Working with Children Check and Police Check, or be willing to obtain these within one (1) month of starting the role.

### key responsibilities

- Work collaboratively with program delivery teams and the wider organisation to achieve the key deliverables of the PCDT within the scope of broader targets of the organisation
- Design and develop new program content in line with batyr's core objectives
- Develop and maintain evaluation and maintenance frameworks for our programs
- Integrate batyr's Theory of Change into a robust process of program review and update, focusing on the development & communication of program logics
- Develop and implement efficient and effective processes and structures for the maintained and scalable growth of batyr programs
- Work closely with the Education & Engagement Coordinator, regional coordinators, and Lived Experience Coordinators to develop underlying training and development frameworks for delivery staff
- Work with the Senior Coordinator within the team to integrate codesign practices into design and maintenance of program content
- Create structures to empower regional delivery teams to integrate batyr's programs with the specific conditions and pre-existing structures of each community we work in

- Work closely with the State Managers to develop relationships with potential stakeholders and work collaboratively across the sector

#### essential selection criteria

- Experience working with young people in a peer-to-peer setting
- High levels of mental health literacy
- Proven experience in developing training structures and training delivery experience
- Experience working across multiple online learning/delivery platforms
- Excellent communicator, both verbally and written
- Experience in program design and content development
- Demonstrable facilitation experience

#### desirable selection criteria

- Certificate IV in Training and Development
- Full driver's license

#### how to apply

Please email your cover letter and CV to [careers@batyr.com.au](mailto:careers@batyr.com.au) by 9am Monday 11 January 2021. If you have a notice period you'd need to work in your current role, it would be great if you could please include the duration of this in your cover letter. And please pop the job title and where you saw this ad in the subject line of your email.

batyr is a safe and inclusive workplace. Those from minority or marginalised communities are encouraged to apply. This includes, but is definitely not limited to, people with a lived-experience of mental ill health, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, LGBTQIA+ people, and people with disabilities.