



POSITION DESCRIPTION

Senior Project Officer – Embrace Suicide Prevention Pilot

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| Reports to: | Senior Program Manager – Embrace |
| Date: | June 2026 |
| Duration: | Fixed term contract to 30 June 2027 |
| Type: | 1.0FTE, SCHADS Award Level 5 |

Mental Health Australia Values

Mental Health Australia's values are curiosity, courage and connection. These guide all our work.

About Embrace

Embrace Multicultural Mental Health (Embrace) is delivered by Mental Health Australia and provides a national focus on mental health and suicide prevention for people from culturally and linguistically diverse (CALD) backgrounds.

It provides a national platform for Australian mental health services, suicide prevention services and multicultural communities to access resources and information in a culturally accessible format.

Embrace aims to improve the accessibility and quality of mental health services for people from multicultural backgrounds, by supporting mental health and suicide prevention service providers to improve cultural responsiveness and accessibility of mental health services.

Key objectives include:

- CALD consumers and carers effectively participate at all levels of mental health service planning, delivery, and evaluation.
- Improved outcomes in access, coordination across the continuum of care, quality and safety for CALD mental health consumers, carers, and their families.
- Increased mental health awareness, knowledge, and capacity in CALD communities via culturally inclusive promotion, prevention, and early intervention initiatives.
- A culturally responsive and diverse mental health workforce which is supported to deliver culturally and linguistically inclusive practice.

Position Purpose

The Senior Project Officer - Embrace Suicide Prevention Pilot, is responsible for leading the delivery of initiatives that strengthen multicultural approaches to suicide prevention across Australia.

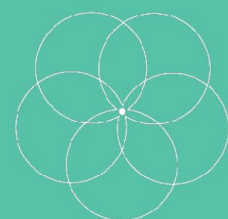
The role builds and deepens sector development across the suicide prevention, multicultural and lived experience sectors. The position plays a key role in strengthening Embrace as a national platform by building and maintaining strategic relationships, facilitating knowledge sharing, and delivering projects and resources that enhance sector capacity, promote community awareness, and centre lived experience in multicultural suicide prevention.

Position Responsibilities

Working closely with the Senior Program Manager - Embrace:

Project delivery and sector development

- Coordinate the delivery of key initiatives through the Embrace Suicide Prevention Pilot (ESPP)
- Facilitate information sharing, collaboration, collation of learnings and alignment across the suicide prevention sector regarding the needs of multicultural communities
- Lead the ongoing development, maintenance and promotion of the Embrace Knowledge Hub to strengthen sector access to evidence, resources, emerging practice and lived experience perspectives in multicultural mental health and suicide prevention
- Coordinate the collection, synthesis and dissemination of sector resources, information, research and other relevant insights through newsletters, social media platforms and other communication channels
- Conduct environmental scanning and analysis to identify emerging issues, opportunities and evidence to inform multicultural suicide prevention
- Lead the planning and delivery of awareness raising initiatives, including World Suicide Prevention Day to enhance sector understanding of multicultural suicide prevention through lived experience perspectives
- Coordinate the development, adaptation and translation of suicide prevention resources to improve accessibility and engagement for linguistically diverse communities
- Support the development and implementation of initiatives that improve equitable access to suicide prevention information, services and participation opportunities for multicultural communities



Sector Engagement and Stakeholder Relationships

- Develop and maintain strategic relationships across the suicide prevention, multicultural, mental health and lived experience sectors
- Represent Embrace across relevant sector forums, networks, conferences, working groups and stakeholder meetings
- Engage proactively with suicide prevention services, organisations, practitioners and government stakeholders to promote awareness and application of Embrace within suicide prevention practice and service delivery
- Provide informed advice, information and subject matter expertise on multicultural suicide prevention issues to sector stakeholders, within the scope and priorities of Embrace
- Maintain productive relationships with key stakeholders including Suicide Prevention Australia and other relevant agencies and organisations
- Identify opportunities to increase awareness, uptake and integration of Embrace resources and initiatives across the broader suicide prevention sector

Lived experience engagement

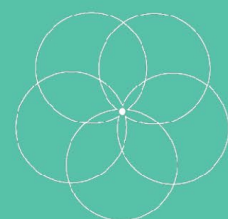
- Coordinate the production and dissemination of lived experience resources (e.g. videos) that amplify multicultural voices and strengthen sector understanding of suicide prevention through personal stories and community perspectives
- Promote and socialise opportunities for participation, engagement and leadership through established community networks
- Coordinate activities that support multicultural lived experience representation at key sector events and forums, including the National Suicide Prevention Conference

Project governance and coordination

- Undertake project administration activities, including sitting fees, invoicing, event logistics, maintaining records, minute taking and supporting project tracking and reporting requirements
- Engage Embrace advisory groups, lived experience representatives and other subject matter experts to inform project design, delivery and evaluation.
- Prepare reports, briefing papers, minutes, presentations and other project documentation as required

Corporate Requirements

- Participate as an effective team member within Mental Health Australia
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Occupational Health and Safety Policy



- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect
- Be conversant with policies and procedures relevant to your job and workplace.
- Undertake other general duties as required commensurate with skills, knowledge and experience
- Able to demonstrate values consistent with Mental Health Australia

Skills, Knowledge and Experience

- Relevant tertiary qualifications and/or extensive demonstrated experience delivering outcomes in suicide prevention, mental health, multicultural health, health promotion, project management or related discipline
- Demonstrated experience working autonomously to manage and deliver complex projects, initiatives and stakeholder engagement activities
- Knowledge and understanding of the multicultural sector, and current priorities and initiatives nationally
- Established professional networks and relationships across the suicide prevention and/or multicultural sectors
- Proven ability to engage stakeholders and contribute to sector development through collaboration, knowledge sharing and partnership-building
- Experience developing resources, lived experience engagement and sector capacity building initiatives in suicide prevention, multicultural health or related fields
- Strong understanding of the factors impacting on the mental health and wellbeing of people from culturally and linguistically diverse backgrounds.
- Demonstrated ability to build trusted relationships and collaborate effectively with government, non-government, community and lived experience stakeholders
- Highly developed written and verbal communication skills, including the ability to prepare high quality reports, resources, presentations and stakeholder communications
- Demonstrated initiative, sound judgement and problem-solving skills, with the ability to manage competing priorities and work with limited supervision

Desirable

- Strong knowledge of the Australian suicide prevention sector, including key stakeholders, current priorities and emerging issues
- Knowledge and understanding of policies and issues relevant to the mental health system/suicide prevention and/or reforms in Australia

