

Position Description – Program Lead Community Development & Wellbeing Program

POSITION DETAILS

College/Portfolio	College of Human Sciences and Culture
Organisational Unit	Social Work
Supervisor	Dean, People & Resources (or delegate)
Classification	Higher Education Officer Level 7
Employment Type	Fixed term, full-time

POSITION SUMMARY

This Program Lead position supports the Community Development & Wellbeing Program (CDP), a student led field education program for students undertaking placement as part of the Mental Health Pathway to Practice Program. The CDP identifies, co-designs and implements mental health promotion and prevention initiatives with and for specific student cohorts, aligned to Flinders University's Whole of University Wellbeing Strategy and the University's student-centred ethos.

The Program Lead provides agency-level placement leadership, coordination and support to Student Social Workers undertaking community development, wellbeing, mental health promotion and prevention activities. The role guides students through the key phases of placement, supports the development of professional identity and career readiness, and helps ensure students have a safe, meaningful and well-supported placement experience.

The incumbent will work collaboratively with Project Sponsors, University Field Supervisors, University Field Assessors, Topic Coordinators, student communities and relevant internal and external stakeholders. The role operates at the agency level of the placement model. The Program Lead, Team Leaders and Project Sponsors act as placement providers and agency supervisors.

The position contributes to the CDP's goals of building Social Work students' professional identity and job readiness, co-facilitating sustainable and measurable mental health promotion and prevention initiatives, and continuously improving the impact and efficiency of the program for students, Project Sponsors and community members.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and

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- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender based violence. Appointment to this role is conditional on the completion of required pre employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender Based Violence (2025), and a Nationally Coordinated Criminal History Check.

In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).

KEY POSITION RESPONSIBILITIES

This position will support the delivery and continuous improvement of the Community Development Program. The Community Development Program Lead will:

- Guide Student Social Workers through placement phases, including orientation, community familiarisation, community engagement and co-design, implementation, evaluation, community empowerment and handover.
- Provide program-level leadership and coordination for the Community Development & Wellbeing Program, supporting consistent placement delivery across student cohorts, Team Leads, Project Sponsors and stakeholder groups.
- Coordinate broader CDP team meetings, including agendas, facilitation, action tracking, information sharing, follow-up communication and alignment of program priorities.
- Provide guidance and support to Team Leads in relation to placement delivery, student support, workload monitoring, risk identification, documentation and escalation processes.
- Lead program evaluation, continuous improvement and reporting, including supporting the collection and analysis of feedback, documenting key learnings, developing recommendations, preparing reports and strengthening handover processes.
- Maintain oversight of program documentation, templates, shared files, placement resources and operating processes in collaboration with the Placement Director and other program staff.
- Coordinate professional development opportunities that support student and staff learning in community development, mental health promotion and prevention, engagement, evaluation, report writing and reflective practice.
- Work collaboratively with Project Sponsors to align CDP goals with sponsor priorities, stakeholder connection, community immersion, project guidance and achievable placement outcomes.
- Support the development of new project relationships and contribute to the identification of sustainable, meaningful and measurable mental health promotion and prevention initiatives.
- Monitor program-level risks, placement pressures, workload issues, stakeholder concerns and student wellbeing trends, escalating through appropriate channels where required.
- Support consistency in the application of community development principles, including empowerment, human rights, inclusion, social justice, self-determination, collective action and community-led practice.
- Support consistency in the application of mental health promotion and prevention approaches, including early intervention, wellbeing promotion, belonging, agency, purpose, mastery and strengths-based practice.
- Liaise with the Placement Director, University Field Supervisors, University Field Assessors, Topic Coordinators and relevant internal and external stakeholders to support coordinated placement delivery.
- Participate in relevant College, discipline, program and governance activities, including meetings, committees, working groups and stakeholder forums as required.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

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KEY POSITION CAPABILITIES

- Completion of a relevant qualification in Social Work, Community Development, Human Services, Public Health, Mental Health, Psychology, Education or a related discipline, and/or equivalent professional experience relevant to the position.
- Eligibility for membership of the Australian Association of Social Workers is essential.
- A minimum of two years of post-qualification experience in a Social Work setting is essential.
- Knowledge of the AASW Practice Standards, AASW Code of Ethics, Social Work placement requirements and assessment processes is essential.
- Broad understanding of community development principles, including empowerment, inclusion, human rights, social justice, self-determination, collective action and community-led approaches.
- Demonstrated understanding of mental health promotion and prevention, wellbeing, early intervention and strengths-based practice.
- General experience supporting, supervising, mentoring or guiding students, staff, volunteers or early-career practitioners in a learning, placement, community, health, wellbeing or human services context.
- Broad experience and knowledge of field education, Work Integrated Learning, student supervision, agency supervision or placement support requirements, preferably in Social Work.
- High level oral and written communication and interpersonal skills, including the ability to establish effective relationships, provide constructive guidance and manage sensitive conversations.
- Demonstrated commitment to inclusive, culturally responsive, ethical and student-centred practice.
- Significant organisational skills, attention to detail and ability to manage competing priorities in a dynamic placement and project environment.
- Experience in mental health and wellbeing promotion, community engagement and/or project coordination (desirable).

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