

Position Description – Team Leader 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 6
Employment Type	Fixed-term, part-time

POSITION SUMMARY

This Team Leader 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 Team Leader 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. Team Leaders and Project Sponsors act as placement providers, while formal social work supervision, assessment and academic judgement remain with University Field Supervisors, University Field Assessors and Topic Coordinators.

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.

KEY POSITION RESPONSIBILITIES

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

- Guide Student Social Workers through placement phases, including orientation, community familiarisation, community engagement and co-design, implementation, evaluation, community empowerment and handover.
- Act as an Agency Supervisor for allocated students, including attending placement assessment meetings, supporting placement administration, reviewing and signing off timesheets, and maintaining appropriate placement records.
- Monitor student workload, attendance, placement hours, wellbeing and capacity, including requests for altered placement hours or participation in activities outside usual placement days.
- Provide regular support to Student Social Workers through project meetings, group check-ins and individual check-ins as required.
- Support students to identify issues early, seek appropriate support, manage placement expectations and maintain safe, ethical and professional practice.
- Ensure students are connected with formal social work supervision through their University Field Supervisor, noting that Team Leads do not replace formal social work supervision or academic assessment.
- Support students to understand and apply community development principles, including empowerment, human rights, inclusion, social justice, self-determination, collective action and community-led practice.
- Support students to apply mental health promotion and prevention approaches, including early intervention, wellbeing promotion, belonging, agency, purpose, mastery and strengths-based practice.
- Support students to engage professionally with student communities, Project Sponsors, internal service areas and other stakeholders through meetings, focus groups, surveys, interviews, workshops and events.
- Identify emerging risks, placement concerns, workload pressures or wellbeing issues and escalate through appropriate channels, including the Program Lead, Placement Director, University Field Supervisor, University Field Assessor or Topic Coordinator where relevant.
- Contribute to program evaluation and continuous improvement by supporting students to collect feedback, document key learnings, prepare handover materials and identify practical improvements to placement delivery.
- Maintain student placement records, shared files, templates and resources relevant to allocated students and projects, in collaboration with the Program Lead and other program staff.
- Participate in CDP team meetings, professional development activities, program discussions and relevant stakeholder meetings as required.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

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, or a relevant professional association, is desirable.

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- 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.
- Demonstrated 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.
- Well developed 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.
- Knowledge of the AASW Practice Standards, AASW Code of Ethics, Social Work placement requirements and assessment processes is desirable.
- Experience in mental health and wellbeing promotion, community engagement and/or project coordination (desirable).