



www.coliberate.co.nz

hello@coliberate.co.nz

Co-Facilitator Job Description

Position title: Mental Health First Aid Co-facilitator

Reporting to: MHFA Facilitation training team

Term of Employment: Permanent part-time

Remuneration: Living Wage Accredited.

Location: Wellington based with potential for travel (all travel expenses covered - must be comfortable with flying).

Application Process:

- **Deadline for online application:** 18th March
 - **Applicant Hui:** This is a group information session to find out more about the company and what the job involves. This is your opportunity to hear from the MHFA facilitators and ask them questions. Please note: This is not a group interview.
 - **Round 1 and 2 of interviews:** Interviews are in Wellington
 - **Job offer sent** More than one role is available
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About CoLiberate

We are..

Bold

Empathetic

Open

Collaborative

CoLiberate is a Wellington based social enterprise working to upgrade the mental health capacity of Aotearoa, New Zealand. We are working to create a world where we have healthier processes to support one another, where asking if someone is OK doesn't have to be scary, because mental health is valued and accepted. We deliver a certified Mental Health First Aid course that is equipping individuals and organisations to be part of this change, and to help save lives.

Since delivering our first course in October 2017, feedback has been overwhelmingly positive and this course is now in high demand. We have seen incredible transformation in our programmes and have worked with a range of organisations including NZTA, NZ Police, Garage Project, Flux Federation and IAG Insurance. We are now ready to expand our team, making it possible to see even more Mental Health First Aid courses happen.

We are currently a team of 9 and we operate a strong check-in culture where every member of our team is encouraged and supported to bring their whole selves to work each day.

Read about our story so far here: <https://coliberate.co.nz/about-us/>

The Role:

Role purpose:

To meet the high demand for our MHFA courses, we are ready to expand our team and facilitate as many of these culture shifting courses as possible. Due to the sensitive subject matter that can accompany topics of mental illness and mental health crisis, we take a collaborative approach to leading these sessions so that everyone feels fully supported in the room.

In this role, you and your co-facilitator will share the teaching of the 2 Day course, hosting sensitive conversations that people may not have previously had access to throughout their life.

You'll be connecting with participants and coaching them to become confident to notice when someone in their life is struggling, and to have mental health first aid conversations to connect people to support.

You'll play an active role in responding to the emotional needs of each individual, and will be inspiring people to shift into a stigma-free positive mindset towards mental health. Every course will have its own specific challenges which will demand you to be self-aware, and able to listen, sense, respond and adapt your approach.

Experience in Facilitation / Teaching or Mental Health Support work is an advantage but not essential as full training will be provided - including your initial mental health first aid certificate on April 11/12th.

Key relationships:

- Your Co-Facilitator (s)
- Facilitation training team including your coaches

- General public
- Relevant members of the businesses / organisations attending inhouse courses
- Marketing, Sales & Comms team
- The Kaitiaki of CoLiberate and all other members of this growing organisation.

Key Responsibilities:

- Facilitation of half of the content of the course and support of your co-facilitator and participants in the remaining half of the course, (13 contact hours).
- You will create a human safety net for participants that experience tough emotions that may accompany topics covered in the course. This means establishing a kind, open rapport right from the get go and keeping eyes on the room so that you are readily accessible to anyone that feels the need to step out and / or check in.
- You'll be available to provide mental health first aid to course participants as required throughout the training.
- You'll be encouraging participants to workshop their first aid response, coaching them as they practice, and providing personal feedback to help them develop their skills.
- Logistical tasks around the edges - preparing afternoon tea, assisting people in finding the course venue, set up and pack down of the room etc.
- Embodying and upholding the core values on which CoLiberate stands.

- Advocating for a positive culture shift and helping eliminate stigma and discrimination around mental health.
- As well as the programme delivery role, you'll be invited to be a part of the processes and ever- evolving direction of the wider company.
- We also like to have fun and be a little bit playful and creative from time to time so be prepared – this is not your regular teaching job!

The qualities we would love to see in you:

- Passionate about a positive approach to mental health and interest in the current mental health landscape of Aotearoa, New Zealand.
- Open, compassionate, warm and comfortable with new people
- Open to diverse ways of communicating, conscious listening
- Comfortable to hold space for a wide spectrum of emotions
- Confidence in presenting and organising information / Teaching skills
- The ability to lean into uncomfortable or difficult conversations
- Self-responsibility
- A love of people and teamwork
- An eager understanding of working with different cultures and an ability to connect and communicate effectively with people of different backgrounds
- Knowledge of or interest in Te reo / Te Ao Māori and Te Tiriti o Waitangi
- We are working to better integrate kaupapa Māori into our programme delivery, so if you feel that you could contribute to this mahi, that would be a huge bonus for us!

Skills (a bonus but not required)

- Experience in presenting, teaching, performing, or public speaking
- Facilitating and group work
- Lived experience of mental distress or supporting someone with lived experience.
- A full driving licence

Remuneration

This is a permanent part time contract. In a week in which you deliver a 13 hour (2 day) programme, we pay a full 40 hour week to allow for preparation, pre briefing, debriefing, self-care time and team meetings. Hours on non-programme weeks are by negotiation. We work with our facilitators to ensure they are delivering their ideal number of programmes per month based on their availability and capacity.

We are a living wage organisation. Living wage salary is currently \$20.55 per hour.

If you have questions about the role, please send them to mhfa@coliberate.co.nz by the end of the day 14/03/19 to ensure a reply.