

# Mindfulness Program Facilitator / Organisational Psychologist

## We are Smiling Mind

Smiling Mind is Australia's leading wellbeing not-for-profit, providing free App-based, pre-emptive mental health programs. Since our launch in 2012, Smiling Mind has reached almost 4 million App downloads, 100,000 School Program users, and partnerships with the likes of Virgin Australia, IBM, ABC and beyondblue. Our app is regularly trending on the Apple App Store and Google Play Store and is recognised as one of the most successful Australian health and wellbeing apps. We're pretty proud of what we have achieved! But there is so much potential for what we can achieve in the future.

Smiling Mind's vision is to help every mind thrive and we take a proactive and preventative approach to mental health using an evidence-based approach.

## Objectives of Role

We are seeking an experienced Organisational Psychologist and facilitator to co-design and deliver a systems-based whole school approach to culture change and principal wellbeing, underpinned by mindfulness. This role involves the development of a methodology and materials to be used in the roll out of the program to schools across Victoria. It also involves the delivery of mindfulness training in a workshop style that reflects Smiling Mind's values. It includes didactic education, interactive discussion and experiential meditation practice. The project will include consultancy with school leadership, co-design sessions with school leadership to develop an effective and sustainable mindfulness implementation strategy and individual coaching sessions with school principals. The role will provide content creation support to our existing in-house Psychologists and mindfulness experts.

## About You

You are an Organisational Psychologist and experienced facilitator with demonstrated understanding of working within the corporate and, ideally, the education sector. You will have a professional background in organisational change, systems-based approaches and wellbeing science. A personal meditation practice is essential as it will underpin your passion to train others in this practice and work with principals to implement mindfulness in their schools.

## Skills and attributes

- Organisational Psychologist preferred, registered psychologist also considered if you hold organizational change experience.
- Experience implementing health and well-being initiatives, enhancing leadership capability and diagnosing and addressing cultural issues.
- Knowledge and experience in human-centered design.
- A solid understanding of mindfulness, theory research and practice
- A highly experienced and engaging presenter able to motivate and inspire audiences
- Experience delivering training in a school and/ or corporate environment
- With a growth mindset you are flexible and responsive to the needs of the organisation – understanding that as a small and dynamic organisation you will not be phased by growth and change
- Ability to advise on program content and feed back to the content team with key insights to inform program evolution
- Ability to generate program content, supporting the existing program content and supporting our broader team with content requirements when possible
- Ability to collaborate with other experts in the field (mindfulness consultants, psychologists, educators)
- Ability to act as a brand ambassador in your representation of the organisation; reflecting our values and performing the services to the highest possible standard, that Smiling Mind is known for

## Responsibilities

You will be involved in the co-creation and delivery of a whole school approach to well-being designed to enhance leadership capability, including diagnosing and addressing organisational culture and climate. You will consult with school principals, facilitate the co-design an implementation strategy with school leadership teams, and deliver face to face Smiling Mind mindfulness workshops to principals and staff. These workshops will be arranged by the education or corporate program managers and will vary in duration, group size and content depending on the needs of the client. You will also provide executive coaching sessions to school principals to support them in the design and implementation of a whole school, systems based, approach to wellbeing.

As part of the role, you will be required to:

- Ensure that workshops, co-design session and coaching are facilitated in an engaging and dynamic manner, engaging with the stakeholders and reflecting the demographics of the participants
- Ensure that communication with the client and corporate/education manager is prompt and reliable.
- Provide Smiling Mind any feedback about client relationships, workshop content or other related matters
- Provide a summary of activities to the project manager and our content development manager during the roll out of the project to ensure client relationships are maintained and improvements to the program can be implemented if required.

## **Our Values**

### **Human**

Life is complicated enough. We're real. With each other and everyone around us, choosing to turn the complex into the simple. We are approachable, fun and connected. We celebrate our success, learn from near wins, and relish in the impact we are making in the world.

### **Inclusive**

We believe accessibility and inclusiveness is key to empowering a new generation to thrive. We approach everything we do in an open, curious and non-judgemental way.

### **Informed**

We make it our business to know, and everyone in our world benefits from the knowledge we share. Lifelong learners, our curiosity and inquisitive nature inspire a constant zest for knowledge.

### **Tenacious**

We encourage and challenge each other to find ways to be better. We use all our skills, knowledge and resolve to find the best, most efficient and impactful path to success, changing lives in the process.

### **Agile**

We are strategic and commercial, but fluid in our approach to revolutionising the way people learn social and emotional skills. From the way we work with each other, to our partners and those who use our tools and resources. More often than not, this means doing a lot with a little - we never want to lose our entrepreneurial spirit - which got us where we are.

## **Reports To**

Lead Facilitator & Content Development Manager  
Senior Project Manager

## **Term**

0.6FTE (3 days per week).

Commencement as soon as possible and fixed term role until December 2020