

POSITION DESCRIPTION

Curriculum and Learning Development Specialist

Role	Curriculum and Learning Development Specialist
Reporting to	Curriculum Manager
Direct Reports	Nil
Employment Fraction (FTE)	1.0
SCHADS Award Classification Level	Level 5
Location	Hybrid model Working from Head Office in Melbourne, CBD and from home

1. Our organisation

Mental Health First Aid International (t/a MHFA Australia, MHFAI) is a global health promotion charity dedicated to the provision of evidence-based education programs that increase mental health literacy, reduce stigma, and help people develop the skills they need to encourage people to seek professional help.

MHFA courses teach members of the public how to provide initial help to a person who is developing a mental health problem, experiencing a worsening of an existing mental health problem or in a mental health crisis. The first aid is given until appropriate professional help is received, or the crisis resolves.

We support a global movement across more than 30 partner organisations dedicated to prevention and early intervention to reduce the impact of psychological distress and mental health problems in families, communities, educational settings, and workplaces.

We are grounded in high-quality research and evaluation and value lived experience.

We are purpose driven and focussed on impact.

We are committed to health equity and to supporting priority need populations.

We exist to change and save lives every day.

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Acknowledgments

MHFAI recognises Aboriginal and Torres Strait Islander Peoples as the Traditional Owners and Custodians of Australia. We acknowledge and pay respect to Aboriginal and Torres Strait Islander Peoples as the world's oldest living culture and embrace their continued connection to land, waters and community. We pay our deepest respect to all Aboriginal and Torres Strait Islander Elders past, present and emerging.

MHFAI acknowledges people with lived and living experience of mental health problems and suicidality, their loved ones and those who care and support them. With diverse identities, challenges and life experiences, we recognise that each journey is unique and invaluable.

At MHFAI we embrace our differences as we know that diversity helps us to innovate and make the biggest impact possible. As an organisation we welcome all people regardless of age, ethnicity, faith, disability, socio-economic background, sexual orientation and gender identity.

2. Function and Team Overview

2.1 Function Overview

The **Curriculum and Learning Development Specialist** role sits within MHFAI's International Programs, Quality, and Research Directorate.

The Directorate is responsible for the development and implementation of MHFAI's international growth, engagement and communication strategies. It drives the Australian and international research program and develops and oversees curriculum content.

2.2 Team Overview

The Curriculum Team is a small group of learning and development specialists who work across a suite of Mental Health First Aid education programs. They are responsible for the regular review and enhancement of existing programs, as well as the development of new learning experiences in response to evolving community needs. The team also provides guidance to MHFAI's international partners on how to use and contextualise materials to suit their local audiences.

3. Position Overview

Under the direction of the Curriculum Manager, **The Curriculum and Learning Development Specialist** contributes to developing, designing and maintaining high-quality, evidence-based Mental Health First Aid education programs for diverse audiences across multiple delivery formats. The role involves developing inclusive, accessible, and engaging learning experiences, integrating multimedia content, and supporting continuous program improvement.

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All MHFA programs are grounded in research and guided by the voices of lived experience. Each course is based on comprehensive guidelines developed through the expert consensus of people with lived experience of mental health problems, mental health carers and mental health professionals. The Curriculum and Learning Development Specialist will share MHFA's commitment to evidence-based mental health education and will work closely with our Research and Evaluation team to maintain alignment and rigor.

The role encompasses a range of responsibilities, including but not limited to:

Curriculum design and development

- Design and develop engaging, impactful, and contemporary learning experiences that serve diverse communities, including adult, youth, and teen learners.
- Ensure all learning experiences are grounded in sound pedagogy and informed by contemporary learning and teaching practices.
- Transfer evidence, including the MHFA Guidelines into clear, inclusive and safe mental health education content and messaging that supports learner understanding and real-world application.
- Develop and build learning materials for delivery across multiple modalities, including classroom-based, blended, and online formats, using appropriate tools and platforms.

Multimedia integration and inclusive design

- Coordinate the development and integration of media assets by collaborating with external production companies and other stakeholders to ensure that videos, graphics, and other multimedia elements align with curriculum objectives, MHFAI values, and safety and accessibility standards.
- Embed principles of diversity, equity, and cultural safety into all aspects of curriculum design including collaborating with MHFAI's Aboriginal and Torres Strait Islander team to ensure content is culturally responsive and inclusive.
- Help drive the integration of accessibility standards across the curriculum by helping to establish best practice, providing guidance on inclusive design, and ensuring course materials meet various accessibility requirements (e.g., WCAG).

Program review and continuous improvement

- Support the regular review, maintenance and enhancement of existing programs by incorporating new evidence and guidelines, emerging trends in learning, pedagogy and technology, as well as feedback from instructors and participants.
- Contribute to the development and improvement of systems and processes for efficiently storing, managing, and updating course materials, ensuring version control, accessibility, and ease of updates.

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Collaboration and stakeholder engagement

- Collaborate with subject matter experts, including those with lived experience, to ensure content is grounded in authentic, diverse perspectives and is relevant, safe and meaningful.
- Work collaboratively with internal stakeholders, proactively contributing expertise, fostering strong professional relationships, and supporting broader organisational goals.
- Assist as required to support our international partners in delivering and contextualising mental health first aid courses for their audiences, providing guidance and expertise to support alignment with local contexts while maintaining the integrity of our programs. Work collaboratively to share insights and improve the impact of our offerings globally.
- Respond to stakeholder enquiries regarding MHFAI curriculum.

Other duties as directed by the Curriculum Manager.

How the role is performed is just as important as what is included in the role. The role is guided by our values and behaviours and adheres to our Guiding Principles.

Our Principles

We live, demonstrate and ensure consistency with our principles of agility, collaboration, equity, integrity and respect.

Health and Safety

Actively contribute to health and safety at MHFAI by being aware of health and safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace.

Quality Assurance Compliance

As part of your role with MHFAI you are required to actively support and uphold our commitment to quality as defined by our organisation's standards.

Key responsibilities include:

1. Quality Compliance and Standards Adherence

- Ensure all tasks are performed in alignment with established quality standards, protocols, and best practices specific to MHFAI.
- Always maintain compliance with regulatory requirements and internal quality procedures.

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2. Commitment to Continuous Improvement

- Identify and report opportunities for quality enhancements, proactively participate in training programs, and seek out ways to elevate service and product standards.

3. Client-Centred Quality Assurance

- Engage in practices that prioritise client (both internal and external) satisfaction and consistently aim to exceed quality expectations, contributing to a positive experience for all.

4. Accountability and Ownership of Quality

- Take personal responsibility for the quality of work, actively seek guidance as needed, and address any issues that may impact quality outcomes in a timely manner.

4. Key Selection Criteria

Qualifications

Relevant tertiary qualifications in adult learning, instructional design, or other relevant disciplines including equivalent experience in higher education or mental health settings.

Essential skills and knowledge

1. **Minimum 4+ years' experience in curriculum design** using contemporary and learner-centred approaches.
2. **Excellent writing skills**, with the ability to create clear, engaging, inclusive and safe mental health education content and messaging tailored to diverse audiences across blended and online delivery formats.
3. **Technical proficiency in designing eLearning content using appropriate digital tools and platforms** (e.g., EVOLVE, Articulate, Canvas)
4. **Working knowledge of accessibility standards** (e.g., WCAG) and a commitment to inclusive, accessible learning design.
5. **Ability to apply innovative thinking** and stay current with emerging technologies and advances in learning theory and education practice.
6. **Demonstrated commitment to equity and cultural safety**, including experience working respectfully with Aboriginal and Torres Strait Islander communities and/or teams.
7. **Understanding of evidence-based education**, with the ability to write and design curriculum that adheres to MHFAI guidelines and draws on additional sources such as national studies and expert advice.
8. **Strong organisational skills**, with an ability to meet deadlines, coordinate stakeholders, and contribute to the successful delivery of curriculum projects.

9. **Demonstrated ability to develop partnerships and strong working relationships** with key stakeholders.
10. **Strong interpersonal and self-management skills**, with the ability to work both independently and as a proactive, supportive team member.

Desirable skills and knowledge

1. **Expertise in mental health**, either through professional roles or personal lived experience, will be highly regarded.
2. **Project management certificates or credentials.**
3. **Experience in developing multimedia learning assets**, including scriptwriting, storyboarding, and collaborating with production teams to create educational video content, showcase stories of lived experience, and support the development of other media aligned with learning outcomes.

5. Employment Conditions

The below are conditions of employment for all roles.

- Demonstration of a non-stigmatising attitude towards mental illness.
- An understanding of, and an interest in, mental health issues. Familiarity with mental health terminology, and a willingness to complete a Mental Health First Aid course.
- A full unrestricted Australian work permit or visa.
- A National Police Check is required to be obtained upon appointment to the role and every three years thereafter.
- Working with Children's Check required.

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ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines, and systems of Mental Health First Aid International.

Employee Name:

Employee Signature:

Manager's Name:

Manager's Signature:

Date:

It is not the intention of the Position Description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned in this document may be altered in accordance with the changing requirements of the role.