

# Implementation Specialist

**Location:** Remote Based in Western Australia

**Reports to:** Project Manager

**Employment Type:** Full Time

## Position Overview

The Implementation Specialist plays a hands-on role in supporting the rollout of SafeSide Prevention's suicide prevention programs in Western Australia and beyond. This position is responsible for coordinating training sessions, supporting facilitators, ensuring logistical readiness, and maintaining program fidelity. The specialist will work closely with first responders, mental health professionals, and advisory groups to deliver and support delivery of evidence-based suicide prevention program in health, human services, and workplace settings.

## Key Responsibilities

### Program Implementation & Facilitation

- Lead the facilitation of Western Australia Workplace-Connect ensuring high engagement and effective delivery.
- Provide training, coaching, and ongoing support to facilitators implementing SafeSide programs.
- Ensure the customization and localization of training materials, integrating cultural and regional considerations.

### Logistics & Operations

- Manage training schedules, venue bookings, material distribution, and technology setup for program sessions across multiple sites.
- Coordinate travel and accommodations for facilitators and program delivery teams.
- Ensure all sessions adhere to program quality standards and SafeSide's implementation model.

### Stakeholder Support & Engagement

- Serve as a key point of contact and coach for training participants, facilitators, and partner organisations.
- Collaborate with lived experience and advisory groups to enhance program relevance and effectiveness.
- Address logistical and operational challenges to support seamless program delivery.

## **Continuous Improvement & Innovation**

- Identify and implement process improvements to enhance program efficiency and effectiveness.
- Contribute insights and recommendations to refine training methodologies and program content.

## **Qualifications & Skills**

- Minimum of 5 years experience in program implementation, workforce training, or operations coordination.
- Bachelor's degree in education, psychology, public health, social work, or a related field.
- Experience facilitating training sessions and coaching professionals in workplace or community settings.
- Strong organisational skills with the ability to manage multiple locations, schedules, and logistics.
- Excellent interpersonal skills, with the ability to engage diverse stakeholders and support facilitators.
- Experience working with military, first responders, mental health professionals, or community-based programs is highly desirable.
- Technical proficiency in Google Workspace, Microsoft Office, Slack, and ClickUp (or similar project management tools).
- Ability to travel within Western Australia for training and program support.

## **Preferred Experience**

- Experience in suicide prevention, mental health education, or first responder wellness programs.
- Familiarity with implementation science and evidence-based program rollout strategies.
- Knowledge of Western Australia's mental health landscape and workforce education needs.
- Prior experience working with first responders, law enforcement or military personnel.