



ABN: 46 114 268 362

The Authentic Voice Of and For Victorians Who Use Drugs
NOTHING ABOUT US - WITHOUT US!

PO Box 87, Brunswick VIC 3056
299-305 Victoria St, Brunswick
HRVic.org.au



Position Description:

DanceWize Program Support Officer (Casual Contract, SCHADS Level 4)

Objective of Position:

To support the delivery of Harm Reduction Victoria's DanceWize Program with emphasis on projects and workplans as agreed upon with the DanceWize Program Coordinator, such as supporting event service delivery, program administration duties, program communications duties, and other supporting duties as directed around delivery of the DanceWize service.

Core DanceWize Aims:

To attend approximately 14 dance music festivals (including at least 3 multi-day festivals) or dance party events per year, deploying teams of Peer Educators (Key Peer Educators, Team Leaders and other roles as they develop) to staff a DanceWize space, delivering harm reduction resources, messages and care specialised for those using alcohol and other drugs.

Support Officer Duties

1. **To support the DanceWize team in the pre and post event stages, including:**
 - Utilising HRVic and DanceWize internal systems & processes for communicating with team members
 - Organising and planning an event roster
 - Ensuring all inventory and paperwork for an event are accurate and organized
 - Maintaining inventory & database(s)
 - Assisting with loading/unloading the DanceWize inventory for specific events at HRVic office
2. **Other Administration duties:**
 - Engage in HRVic administrative duties as required, including attending team meetings and contributing to cross-program development where possible
 - Ensure appropriate reporting and logging of incidents
 - Guidelines and policies are communicated and adhered to, and any infractions logged appropriately
 - Other duties as required, including contribution to HRVic's health promotion and administration activities or any other reasonable task as directed by the DanceWize Coordinator, Executive Group Members and/or Executive Officer
3. **Contribute to the culture of HRVic and DanceWize**



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Key Selection Criteria Essential:

1. A personal understanding of the key health, social and legal issues that affect people who use illicit drugs within the wide dance party scene, including:
 - Familiarity with the effects of drugs commonly used within the dance party and wider festivals community
 - Contexts in which these substances are used
 - Factors that can contribute to drug-related harms
2. Competent computer skills, including a functional knowledge of Office 365 (Microsoft) Suite software
 - **Essential:** Word, Excel, PowerPoint (or equivalents)
 - **Desired:** SharePoint, Teams and other Office 365 platforms
3. Competent with common online applications
4. Competence and knowledge of social media platforms to promote the DanceWize service
5. The demonstrated experience or the capacity to work professionally with people who organise music events, including permit issuers (eg. local governments or venues), emergency service staff (eg. Ambulance Victoria, Victoria Police), contractors (health providers, security, safety, fire) and volunteers
6. Demonstrated experience in contributing to community or harm reduction projects and/or strategies and an understanding of *harm reduction*
7. The capacity to work both autonomously and as part of a diverse team when required
8. The capacity to provide support to volunteers as required
9. A non-judgmental, friendly attitude and the ability to adopt a reasoned approach when dealing with stressful situations
10. A work and/or volunteer history that clearly attests to the candidate's reliability, honesty and the capacity to adhere to policy guidelines and workplace procedures
11. Holds or is able to acquire a Victorian *Working With Children Check Card*
12. A current Driver's License valid in Victoria
13. Availability to work evenings, nights, weekends and/or public holidays.

Highly Desirable:

1. Demonstrated professional and/or volunteer experience in community development, health promotion or similar disciplines
2. Experience of formal and/or informal harm reduction-oriented peer education
3. Training and Assessment qualification

Expression of Interest:

HRVic is seeking expressions of interest from someone with living or lived experience drug use and knowledge and/or experience of festival/event work. If you think you would suit this role, please email admin@hrvic.org.au with a brief description of your experience and why you are interested in this role.

EOIs close on Sunday, 10 November 2024 at 5pm