



HARM REDUCTION VICTORIA
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www.hrvic.org.au



Harm Reduction Victoria (HRVic),
POSITION: Coordinator, Fuse Initiatives
Full-time, 1.0 EFT, 38 hours per week
Fixed contract until 30 June 2025
SCHADS Level 5.1

About Harm Reduction Victoria

Harm Reduction Victoria is a peer-led, not-for-profit organisation. HRVic is a health promotion organisation that is guided by the principle that any drug related harm should be treated as a health issue and not a criminal issue. Our aim is to advance the health and wellbeing of people who use drugs by creating an environment in which individuals are empowered to realise our aspirations, meet our needs and participate fully in society.

Position Context

A. Position Context

Harm Reduction Victoria is seeking an experienced Coordinator to join its FUSE Initiatives team.

This role will support the Lived and Living Experience Workforce (LLEW) Development Program.

Funded by the Victorian Department of Health, the LLEW Development Program comprises a series of projects that realise authorised, supported and sustainable LLEWs in public mental health, AOD (Alcohol and Other Drug) and Harm Reduction services.

The successful candidate will be responsible for leading, coordinating, and mentoring the Fuse team to support Harm Reduction Peer workers who are working in mainstream harm reduction services by utilising their personal experience of drug use and an ongoing connection to the community of people who use drugs.

Further scope includes coordinating various projects, managing professional development activities, supporting partner activities, reporting on deliverables, supporting the development of evaluation tools, and contributing to HRVic activities. This role requires attention to detail, excellent communication abilities, and the ability to work collaboratively with diverse stakeholders.

- Support the Fuse Initiatives team to excel in their roles and with their outputs
- Provide one-on-one support and supervision to Fuse Initiatives team members

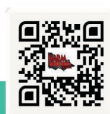


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299-305 Victoria Street, Brunswick VIC. 3056



- Develop workplans and reports for relevant stakeholders including Executive Management and funders.
 - Oversee program budget and expenditures
 - Lead quarterly Fuse Initiatives Advisory Group (Lived/Living experience program guidance)
 - Support the ongoing implementation & evaluation of training and professional development for harm reduction peer workers
 - Develop implementation plan for strategic documents necessary for supporting harm reduction peer workforce
- B. Support Partner Activities**
- Support the implementation of organisational readiness package to assess an organisation's capacity to support a peer workforce, identifying any tools needed for change management
 - Lead promotional activities to expand the harm reduction peer workforce
 - Stay informed of sector-related workforce development trends and best practices to identify opportunities for enhancing the workforce's talent pool and skill sets
 - Provide support to harm reduction peer workers and management
- C. Develop Evaluation Tools**
- a. Support the development of evaluation tools through collaboration
 - b. Develop methodologies to assess project performance, including focus testing, key performance indicators (KPIs), metrics & feedback mechanisms
- D. Contribute to HRVic Activities**
- Other reasonable tasks as required, including contribution to Harm Reduction Victoria's health promotion and administration activities or any other reasonable tasks as directed by the Executive Group and in collaboration with other HRVic staff
 - Contribute positively to HRVic's work culture



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Key Selection Criteria

- Personal lived or living experience of the health and social issues affecting the lives of people who use/inject drugs (PWU/ID)
- Experience in harm reduction peer work in community health, a community organisation, AOD service or related organisation, or experience in:
 - Community Engagement
 - Partnership Development
 - Collaborative Practice and/or Advocacy in a community setting
- An understanding of the stigma and discrimination faced by people who use drugs, especially in obtaining healthcare, and a willingness to address these as they arise;
- An understanding of, and a commitment to, the values and principles of harm reduction and a non-judgemental attitude towards people who use drugs,
- Excellent organisational skills, including the ability to prioritise workloads and meet deadlines in a demanding work environment.
- Demonstrated written communication skills, including experience producing workplans, project/activity reports and contributing to funding submissions.
- Well-developed interpersonal skills with the ability to build and maintain strong partnerships with a diverse range of stakeholders including government and community organisations
- Competent computer skills, including a functional knowledge of Word and Excel as well as common internet and email applications.

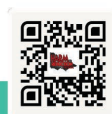
How to Apply:

Please email your CV, cover letter & responses to the Key Selection Criteria to admin@hrvic.org.au

If you have any questions about the application, please email admin@hrvic.org.au or call 9329 1500.

Only short-listed applicants will be contacted for an interview.

Applications Close: Sunday, 8 September at midnight.



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