



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

ABN: 46 114 268 362

Request for Expressions of Interest: Harm Reduction Victoria DanceWize Coordinator

Harm Reduction Victoria is seeking expressions of interest from qualified individuals to fulfill the position of DanceWize Coordinator.

Submission Guidelines:

Interested individuals should submit the following information:

- A detailed Curriculum Vitae / Resume highlighting relevant experience and qualifications.
- A cover letter outlining your interest in the position and how your skills and experience align with the Key Selection Criteria and Key Accountabilities in the Position Description below.
- Contact details of two references who can speak to your suitability for the role.

Please email your expression of interest to admin@hrvic.org.au with the **Subject Line: "DW Coordinator EOI application"** by 26 July 2023.

Only shortlisted candidates will be contacted for further assessment and interview.

We welcome expressions of interest from individuals who reflect the diversity of our community. Harm Reduction Victoria is an equal opportunity employer committed to promoting inclusivity and preventing discrimination.

If you have any questions or require further information about this opportunity, please contact Sione Crawford at admin@hrvic.org.au

We look forward to receiving your expression of interest.

Please note that the role is currently being filled on a fixed-term basis and that there may be internal applicants.

Position Description

Harm Reduction Victoria DanceWize Program Coordinator

Hours per Week: 30.4 (.8 EFT)

Award Classification: SCHADS Award 2010: Social & Community Services Level 5 (dependent on experience)

Position objective:

The DanceWize Coordinator leads operational activities of HRVic's DanceWize (DW) Program, coordinating DW casual staff and volunteers to increase peer advice and referral at key dance/festival events, with the aim of reducing the incidence and impact of drug-related harms at events in Victoria.

This includes coordinating a DanceWize drop-in care space at events and the delivery of harm reduction resources and messages to people who use drugs. This role may require the observation of drug-affected peers and appropriate referrals to first aid or emergency services as required.

The DanceWize Coordinator will also be responsible for maintaining a range of event stakeholder relationships including with emergency services personnel, managing program budgets and inventory, setting cultural and professional expectations for staff and volunteers, contributing to policy work and campaigns relevant to music events, and leading the strategic development of the DanceWize Program.

Key accountabilities

Operational and Event Activity

- To develop DanceWize Operational Plan components for service delivery at events, in collaboration with other DW staff, including rosters and pre-event preparation.
- To liaise with external staff involved in the promotion and production of events such as venue staff, security, promoters, emergency management stakeholders and permit issuers and report as needed to the HRVic CEO.
- In collaboration with DW staff, develop and maintain mechanisms to evaluate and document the service delivery operations of the program so as to meet all data collection and reporting requirements, including reporting to funders and stakeholders

Team Management / Volunteer oversight

- To coordinate and manage the DanceWize Team, in consultation with other DW staff
- Coordinate a team of volunteer KPEs and collaborate with other DW staff
- Ensure ongoing recruitment, training and ongoing support of DanceWize volunteers
- Provision and recording of professional development for volunteers
- Plan fortnightly meetings for DanceWize volunteers and co-facilitating /co-convening with other DW staff and guest trainers

Program Management

- To work with the CEO, Organisational Services team, and Finance Officer on timely program budget maintenance, including prompt reconciliation of expenditures.
- To contribute to setting priorities for the program, within budget constraints based on funding, in collaboration with the CEO, Organisational Services, and the Finance Officer
- Coordinate the safe use of the work vehicle
- Coordinate the monitoring of DanceWize inventory

Team Duties

- To be an active and contributing member of the HRVic team, fostering a healthy, collaborative and productive working environment.
- Maintain a high level of professionalism in the conduct of all work-related duties.

- Attend and contribute to HRVic team meetings, and other relevant meetings, as required.
- Participate in professional development and training, sharing relevant insights and developments with team members.
- Participate in operation of NSP
- Other reasonable duties as directed by the CEO.

Key relationships

Internal

- Chief Executive Officer
- Organisational Services Coordinator
- DanceWize staff
- DanceWize Volunteer Team

External

- Dance event promoters, communications personnel and contractors eg. health providers, security staff etc
- Health providers and other health professionals
- Emergency health services
- Victoria Police
- Researchers

Key selection criteria

Essential

- An intimate knowledge and understanding of the health, social and legal issues that affect people who are part of the dance party scene. This must include a sophisticated understanding of the pharmacology of drugs commonly used within the community, the social and cultural contexts in which these substances are used and the factors that can contribute to increased risk of harms.
- The capacity to work closely and to interact effectively with people in the dance party industry and with local and State government representatives, police and emergency and other health service providers.
- Demonstrated experience managing and leading volunteers
- Excellent written communication skills, including demonstrated experience producing project/activity reports and contributing to funding submissions.
- Excellent organisational skills, including the ability to prioritise workloads and meet deadlines in a demanding work environment.
- Excellent interpersonal skills with the ability to build and maintain strong partnerships with a diverse range of stakeholders including government and community health organisations, event promoters, venue staff and researchers.
- Enthusiasm, confidence and the ability to work autonomously, as part of a diverse team and in the supervision of co-workers and volunteers.
- The capacity and willingness to, on occasion, be on call at dance music parties and events for up to four consecutive days/nights.

- Competent computer skills, including a functional knowledge of Word and Excel as well as common internet and email applications.
- A current legal entitlement to drive a car in Victoria.
- A significant, personalised experience of the issues affecting people who use illicit drugs
- Formal or informal experience in harm reduction-oriented peer education.
- A work and/or volunteering history that clearly attests to the candidate's reliability, honesty and the capacity to adhere to policy guidelines and work-place procedures.
- Working With Children Check

Desirable

- Experience working with DanceWize or other festival / event peer harm reduction services
- Formal qualifications and/or demonstrated professional or volunteer experience in community development, health promotion or similar disciplines.