HARM REDUCTION VICTORIA
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Position Description: DanceWize Program Manager

Organisation	Harm Reduction Victoria (HRVic)
Program	DanceWize
Role	DanceWize Program Manager
Employment type	Fixed Term to June 30, 2029
Hours	Minimum 0.8 FTE, 30.4 hours per week – negotiable to full-time
Award	SCHADS Award Level 6
Contract period	Ends 30 June 2029

About Harm Reduction Victoria

Harm Reduction Victoria is a peer-led, not-for-profit organisation. We are a health promotion charity that is guided by the principle that any drug-related harm should be treated as a health issue and not a criminal issue. Our vision is for an inclusive, respectful and equitable world for people who use drugs and the communities we are a part of.

About DanceWize

DanceWize is Australia's original, specialised peer-based alcohol and other drug (AOD) harm reduction program at festivals and events.

DanceWize (originally known as RaveSafe) began in 1995 as a Victorian grassroots initiative promoting harm reduction in the dance music community and has operated as a program of Harm Reduction Victoria since 1999.

Position Context

The DanceWize Program Manager is a new senior role that has been developed following a significant program review period.

This role will suit someone with considerable experience managing programs and teams in changing circumstances and/or in complex environments.

What we need:

A proficient and experienced program manager confident in their leadership capabilities and who can get team members moving in the same direction.

Someone who knows how to balance keeping their eye on long-term goals while ensuring the tasks to get there are being done.

A confident decisionmaker who knows how to drive implementation and deliver results.

Objective of Position:

This role is not an operational role and is not generally expected to engage in direct service delivery at events. However, oversight of this central component of the program is important so developing an understanding of operations will be necessary.

This role is responsible for implementing program review recommendations and ensuring the long-term financial and community sustainability of the program.

The review recommends a broad range of activities across six areas of responsibility: Strategic Leadership; Financial and Commercial Stewardship; Event and Operational Oversight; Volunteer Culture; Team Development; Stakeholder and Partner Engagement.

Of critical importance will be the development of a financially sustainable future.

Working closely with the DanceWize Senior Project Lead, and the HRVic Director,Programs & Services, the DanceWize Program Manager will be responsible for ensuring the Program Review is implemented, utilizing an implementation plan, and that a myriad of decisions are made regularly to progress this.

The Program Manager will oversee program performance and represent HRVic in relationships with key external stakeholders.

The Program Manager also provides coaching and professional support to the Senior Project Lead to ensure effective day-to-day delivery of program activities.

Core Duties:

1. Strategic Program Leadership

- Ensure the agreed program review goals and the related implementation plan are delivered over the agreed timeline.
- Review and plan annual program priorities, goals and performance measures in line with the program review, our funding requirements and our strategic goals.
- Lead on decision-making regarding program growth, innovation and sustainability.
- Work with HRVic Executive Team to deliver a high-quality program connected, supported and aligned with the organisation.

2. Financial and Commercial Stewardship

- Oversee month-to-month program budgeting and financial performance.

- Financial sustainability planning and revenue diversification, particularly fundraising planning and activities. Assess and prioritise new income-generating opportunities and funding streams.
- Lead implementation of commercial and delivery model improvements identified through evaluation and strategic planning processes.

3. Event and Operational Oversight

- Provide strategic oversight of DanceWize operations and its service model and ensure it evolves in line with the Program Review, service user / community need and its own established cultural strengths.
- Support the DanceWize Senior Project Lead to continue implementing effective operational systems and processes.
- Attend and provide support when required for DanceWize operations and the team at agreed, selected events.

4. Volunteer Culture and Leadership

- With the DanceWize team, foster volunteer engagement, wellbeing, retention and recognition.
- Identify opportunities to strengthen inclusion, participation and pathways to leadership for the volunteer team as a whole.

5. Staff Development, Coaching and Supervision

- Provide formal supervision, mentoring and coaching to the DanceWize Senior Project Lead.
- Develop strategies to build leadership capability within the DanceWize team, for both paid team members and volunteers.

6. Stakeholder Engagement and Partnerships

- Represent DanceWize and Harm Reduction Victoria in senior and often complex environments.
- Develop and maintain productive relationships with a range of external stakeholders such as event promoters, festival organisers, and sector partners.
- Support strategic partnerships that advance the goals of DanceWize and HRVic.
- Work closely with HRVic's consortium partner Victorian Pill Testing Service to ensure effective communication & synergy between both programs.

Applying for the role.

It is essential for your application to answer the Key Selection Criteria. Applications that do not address these will not be considered. If you do not meet one or two of the criteria, but believe you are otherwise great for the role, please acknowledge this in the application and you may still get an interview. Generally speaking, if you don't meet the Essential Selection Criteria, an interview won't be offered.

Key Selection Criteria

Essential:

- Demonstrated, significant (3 years or more) experience in strategic and senior leadership of community, health, peer-led or harm reduction programs. *(A program in this context is an entire area of work, not managing or delivering on a single project.)*
- Strong understanding of harm reduction principles and peer-based practice.
- Experience within festival, nightlife, music, or other event setting **and/or** Experience in event harm reduction.
- Lived/Living experience of the issues relating to substance use in the event environment.
- Experience managing complex stakeholder relationships and partnerships.
- Experience leading organisational change or service improvement initiatives.
- Demonstrated financial management and budget oversight experience.
- Experience or capacity to develop fundraising strategies.
- Experience supervising, coaching and developing staff and volunteers.
- Demonstrated highly developed planning and organisational skills.

Desirable

- Knowledge of alcohol and other drug policy
- Experience running volunteer-based programs
- Relevant qualifications or training related to business development or management.

Key Relationships

Internal

- CEO
- Director of Programs & Services
- DanceWize Outreach and Events Coordinator
- VPTS Events Operations Lead
- HRVic Project Leads and Coordinators
- Volunteers and peer workforce members

External

- Event organisers and promoters
- Emergency services
- Local governments
- Funding bodies
- Health and community service organisations
- Research and evaluation partners

Note: Due to the nature of our funding, we are required to undertake a Criminal Record Check and/or Working with Children Check for certain roles. A record check with disclosable outcomes does not automatically disqualify anyone from working at HRVic. Please do not let this stop you from applying. The organisation will consider the nature of the record and its potential impact on the role, and HRVic is committed to assist with the review of any checks within the short time frame required. If you have any questions or concerns about this process, please contact Jess Holcombe, HRVic's Director of Finance & Operations, on (03) 9329 1500.

HRVic is an equal opportunity employer and service provider and is a proud supporter and ally of all communities. We recognise that people who use drugs come from all cultures, all ethnicities, all genders, all economic 'classes' and all mental and physical abilities.

Application Instructions

If you are interested in this role, please email the following to **jessh@hrvic.org.au** with the subject line: **"DanceWize Program Manager application"**:

- A CV, resume or summary of your work experience relevant to this role.
- A cover letter addressing *key selection criteria* and why you would like to work with us at Harm Reduction Victoria.
- Respond to each of the *selection criteria*. Please keep this to 1500 words in total. **Applications that do not respond to the selection criteria will not be considered.**
- An up-to-date contact number and email address.
- **Note:** *At least 2 references, including a recent work referee, will be requested at interview.*

Applications will be open until 11:59pm on Sunday November 22nd, 2026

Only potential interviewees will be contacted to arrange an interview.