



EXPRESSION OF INTEREST | EVENT SERVICES COORDINATION LEAD

Organisation	Harm Reduction Victoria
Project	Drug Checking Service
Role	Event Services Coordination Lead
Employment Type and Hours	Casual – Variable hours – must be available to work Thursday & Friday Must be able to work onsite at ~ 5 or more designated events, both single and multi-day events and festivals across the 2026-2027 FY. Evenings, weekends, late nights when onsite are a requirement of this position; events occurring generally on Friday night, Weekend, or Public Holidays. In the lead up to a designated event, you may be required to work additional days
Award and Contract	SCHADS Award Level 5.3 (through to June 30 th , 2027)
Reports To	HRVic – Event Services Management Lead
Key Internal Relationships	HRVic – Event Services Management Lead (supervisor) Drug Trends and Notifications Project Lead DanceWize Staff The Loop Australia Staff Other key consortium partner members
Key External Relationships	Event Industry Stakeholders Department of Health

Role Context and Purpose

This position has been established following the completion of an 18-month drug checking implementation trial. Due to the specialised technical and operational expertise required, the unique complexities of mobile service delivery, relevant legislative and regulatory frameworks, funding considerations, and the evolving nature of the DCS over the next 12 months, this position encompasses two primary functions:

- Providing leadership in event planning, coordination and operational delivery of the mobile drug checking service; and
- Progressively enhancing skills and experience, (with mentoring and support) to become a key management contact for HRVic and the mobile drug checking service if deemed necessary in the future

You will often be the key point of contact for the DCS with event promoters and stakeholders for a designated event. You will be required to work within a complex government oversight model with high levels of program confidentiality to uphold at certain periods of time. You will need to be able to flex to a rapidly changing and evolving service that is still developing and adapting.

The position reports to the Event Services Management Lead who will provide mentoring, supervision, guidance, and operational support. Initially, the Event Services Coordination Lead will work in close partnership with the Event Services Management Lead to deliver on the key responsibilities of the role. The Event Services Management Lead will primarily focus on higher-level service refinement, optimisation of delivery models, and engagement with strategic and high-level stakeholders - Department of Health, statutory stakeholders, and industry partners while the Event Services Coordination Lead focuses on onsite delivery and coordination tasks.



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This position also uses your lived or living experience of drug use and experience delivering harm reduction services in the event and festival context to upskill the DCS service providers in delivering services in the Victorian context.

**At a designated event, there may be times when the Event Services Management Lead is not onsite and you will be required to take on higher duties. If this is the case, you will need to be engaged under the mobile drug checking permit as a Drug Checking Director and meet the legislated requirements for this role.*

Key Responsibilities

Event Planning and Coordination

Working closely with the Event Services Management Lead you will:

- Plan, coordinate, and oversee delivery of the mobile drug checking service across events
- Engage in event planning, document development, stakeholder meetings, to effectively operationalise the service at designated events
- Facilitate cohesion between HRPWs and other drug checking service staff
- Elevate the expertise of HRPW's
- Oversee a specific component of the onsite notification process - including asset development and escalation of notifications to the festival level for discussion and agreed communication outcomes
- Provide support to a team of up to 35 staff – managed by the Event Services Manager and DCD, ensuring all team leads and staff are supporting each other
- Ensure manuals, processes and training is delivered to mobile service staff
- Oversee DCS setup onsite, coordinate with bump in staff, ensuring the set up adheres to regulatory and operational compliance requirements
- Support onsite leadership, including facilitating team briefings, and supporting event coordination
- Contribute to post-event reporting and continuous service improvement

Stakeholder Engagement & Partnerships

- When requested, be a designated operational contact for event organisers, medical providers, and other onsite services
- Build and maintain strong relationships across the music industry and consortium partners
- Support HRVic to ensure that the drug checking service – the DCS mobile service in particular- is guided by community needs and values, particularly through LLE representation in service planning, delivery and continuous improvement.
- Work with the Event Services Management Lead to communicate frequently with festival medicine providers and industry stakeholders to provide education on harm reduction, destigmatising approaches to care and update on drug trends and relevant drug alerts and notifications

Service Integration & DanceWize

- Ensure effective integration of DCS with other onsite services, including DanceWize and medical teams
- Facilitate clear referral pathways and communication across harm reduction and clinical services
- Provide expert advice on event-based service delivery, the integration of drug checking into the event and festival ecosystem, drawing on lived/living experience
- Support the collaboration, coordination and/or relationship between DanceWize and Drug Checking if directed
- Represent the DCS and Harm Reduction Victoria in event stakeholder meetings
- Ensure frequent, effective cross program communication between DanceWize and DCS
- Ensure DanceWize continues to be elevated through membership on the DCS Quorum, contribution to onsite notification posters and drug notification subcommittees

Workforce Leadership & Development

- Support recruitment, onboarding, and workforce development
- Deliver training relevant to event-based harm reduction and service delivery to DCS staff



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- Foster a collaborative, positive team culture and elevate peer workforce expertise

Program Support and Development

- Inform referral processes to connect drug-checking service users with HRVic ancillary services such as DanceWize, needle and syringe programs, Take Home Naloxone, and other supportive services.
- Support and implement the integration of the drug-checking service with HRVic's existing services, ensuring it enhances rather than competes with existing peer services.
- Work with the Drug Trends and Notifications Project Lead to build on the dictionary of onsite event notification templates for events, ensuring it is updated in the lead up to a designated event, if required

Position Accountability

This role reports to the Event Services Management Lead.

The role is responsible for ensuring effective delivery and coordination of the mobile DCS while maintaining a strong focus on the needs and safety of people who use drugs.

Key Selection Criteria

Essential:

- Personal lived or living experience of the health and social issues affecting the lives of people who use/inject drugs (PWU/ID)
- Experience working at a Team Leader level or above (total days equaling 2 + years) for harm reduction services or for AOD services - *Team Leader level meaning a role with experience in operational leadership in the provision of such services, with operational experience managing and supervising teams of staff, managing risk, and resolving issues as they arise* (see note)*
- Evidence of pre-existing, positive music industry stakeholder relationships
- Experience setting up, coordinating, leading or improving harm reduction services in the event and festival context (subject to legislation and /or regulations preferred)
- Experience managing complex projects or programs
- Sound understanding of drug effects and harm reduction strategies
- 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-judgmental attitude towards people who use drugs
- Excellent organizational skills, including the ability to prioritise workloads and meet deadlines in a demanding work environment
- Well-developed interpersonal skills with the ability to build and maintain strong partnerships with a diverse range of stakeholders including consortium partners, government and event industry.
- Resilient characteristics and proven ability to work in high stress, environmentally diverse event contexts for multiple days
- Demonstrated ability to maintain confidentiality and manage the complexities resulting from e.g. NDA's
- Competent computer skills, including a functional knowledge of Word and Excel as well as common internet and email applications
- Demonstrated experience working or volunteering in drug checking services
- Experience working in a multidisciplinary team

Desirable:

- Experience in consortium or partnership-based service delivery
- Experience using Power Automate, Power BI and other Power Apps



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Requirements:

- Criminal Record Check (see note)
- Working With Children Check (see note)

Application Instructions:

Harm Reduction Victoria (HRVic) is inviting Expressions of Interest (EOI) for the position of Event Services Coordination Lead.

All eligible employees and volunteers are encouraged to apply.

Please submit the following documents to admin@hrvic.org.au by Sunday the 30th of August, midnight:

- Resume of work and/or relevant volunteer experience
- Brief statement, no more than 3 pages, outlining your:
 - Interest and motivation in applying for this role
 - Expertise in Operational Coordination
 - Experience delivering harm reduction services within event settings
 - Development and maintenance of external relationships that contributed to a successful outcome
 - View/opinion of priority areas you'd focus on to enhance the future of the drug checking service

FAIRNESS STATEMENT: Some parts of this position have been filled on a short-term basis and is now being advertised through our standard EOI process. The incumbent is eligible to apply and will be considered alongside all other applicants. The incumbent may use examples gained through undertaking the position as evidence of capability. However, all applicants will be assessed against the same criteria, and selection will be based on merit against the advertised requirements. Incumbent status alone will not determine the outcome of the process.

If you have any questions or queries about this role, please contact Harm Reduction Victoria on 03 9329 1500.

Notes:

This is a legislative requirement in the case of having to act in the Drug Checking Director's role. Contact HRVic on (03) 9329 1500 or admin@hrvic.org.au to discuss further.

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 nature of the record and its potential impact on the role will be taken into account by the organisation, and HRVic is committed to assist with the review of any checks within the short time frame required. If you have any queries or concerns about this process, please contact Jess Holcombe, HRVic's Finance & Operations Manager, 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.