

## POSITION DESCRIPTION

<p><b>Position:</b></p>	<p>Manager of Peer Projects and Association of Participating Service Users (APSU), which together comprise the statewide lived experience services of the Self Help Addiction Resource Centre (SHARC)</p>
<p><b>Award</b></p>	<p>Generous salary offered Full use of car and mobile phone Optional salary packaging</p>
<p><b>Duration of the position:</b></p>	<p>9-day fortnight 2-year contract (renewed annually, subject to funding and performance review)</p>

## INTRODUCTION

### SHARC

SHARC is a community-based service with a unique approach to helping people affected by substance use problems. SHARC combines mutual self-help and social support with professional therapeutic approaches.

SHARC's programs include recovery support services for youth and adults, help for families affected by drug use problems, advocacy services for people who use drug treatment services and peer workforce development programs. We have earned a reputation as an innovative and successful service with a commitment to helping people to help themselves.

SHARC places a priority on a positive, supportive and productive work environment. Our services operate within an empowerment framework that maximises clients' and volunteers' opportunities for self-responsibility, mutual support and participation.

## **APSU**

APSU is a statewide service of SHARC that facilitates the furthering of consumer participation in the Victorian alcohol and other drugs (AOD) sector and is a vehicle for systemic advocacy and representation of the consumer voice in general.

## **PEER PROJECTS**

Peer Projects is a statewide service of SHARC that provides a dedicated effort in AOD peer workforce development and operates as a sector resource for peer support initiatives.

Working alongside the Victorian Department of Health (DH), Peer Projects supports the growth, development and sustainability of the state's AOD peer workforce, with services including: peer worker training, supervision, resource development and facilitation of the Victorian AOD Peer Workforce Community of Practice.

## **THE ROLE**

The role of the Manager is to manage and develop APSU and Peer Projects in line with the practice principles and strategic directions of SHARC and within the boundaries of contractual and legal obligations – this includes working in collaboration with other SHARC services and meeting funding compliance requirements.

The role entails providing professional and strategic supervision to two teams of multidisciplinary staff, participating in training and research activities, and contributing as part of its leadership team to the planning and development of SHARC services.

This is a pivotal leadership role in the lived experience consumer and workforce movement in Victoria. It requires an informed, inspiring and courageous public presence.

## **KEY RESPONSIBILITIES**

- Manage program staff, including performance appraisal, supervision, coordination and team-building
- Develop, implement and advocate for lived experience input at all levels of AOD service planning and delivery
- Be informed of and responsive to all relevant policy, political and environmental changes that may impact programs
- Work with DH and key stakeholders in development of Victoria's lived experience workforce strategies
- Prepare submissions and tenders for funding in line with strategic and operational plans
- Maintain and build existing sector relationships
- Advocate for lived experience roles and identify opportunities for growth
- Develop and oversee a communications strategy to promote the work of the programs to consumers, service providers, governments, peak bodies and other stakeholders
- Ensure active participation of the programs in relevant networks, peak bodies, committees, working groups and focus groups
- Manage the delivery of lived experience advocacy and workforce development
- Strategic planning and evaluation of program objectives
- Ensure that all funding reporting and compliance requirements are met
- Participate with leadership in SHARC's overall development
- Maintain integrity with the SHARC mission and values in all aspects of work

## **EDUCATIONAL REQUIREMENTS**

- Tertiary qualification in the health, social or behavioural sciences field
- Appropriate management and leadership qualification

## **KEY SELECTION CRITERIA**

- Lived experience of problematic drug use and recovery, or lived experience of mental health issues with a good understanding of the AOD sector
- Experience in management and leadership of multidisciplinary staff
- Significant experience in community services management
- Experience of, and commitment to, working within a consumer led and run organisation
- Practical understanding of lived experience approaches – their application and value
- Proven interpersonal communication skills, with the ability to build effective relationships and liaise with people from diverse backgrounds
- Demonstrated ability to achieve business plans within budget and timeframe

- Experience in all aspects of supporting a lived experience workforce
- Knowledge of, and commitment to, advancing consumer participation in service planning and delivery
- High level of knowledge of the Victorian AOD sector
- Demonstrated program and policy development
- Awareness of current compliance frameworks
- Experience in the development, implementation and evaluation of training and psycho-educational programs
- Experience in providing secondary and/or tertiary consultation services to health and welfare agencies and other professional groups (e.g., service planners, policy makers)
- Highly developed writing and presentation skills
- Proficiency in information technology and contemporary means of communication

## **ACCOUNTABILITY**

Accountable to the SHARC CEO

## **OTHER REQUIREMENTS**

- Current Victorian driver's license
- Current criminal record check

**Please forward your CV and cover letter to SHARC CEO Heather Pickard at [hpickard@sharc.org.au](mailto:hpickard@sharc.org.au)**

**Applications by COB on 28 June 2021**