POSITION DESCRIPTION

Position Title	**Senior Facilitator & Consultant**
Program	Lived and Living Experience at Heart (LLEAH)
Award	*Social, Community, Home Care and Disability Services Industry Award 2010* (SCHADS) Level 5, plus access to salary packaging (up to $15,900 per annum)
FTE	1.0 FTE (76 hours per f/n). Part-time arrangements will be considered for the right candidate
Reports to	LLEAH Program Manager
Location	140 Grange Road, Carnegie
Hybrid/onsite	Onsite, offsite, hybrid working arrangements may be negotiated in accordance with SHARC policy
Employment Type	Full Time, Fixed term until 30 June 2028
Date of Review	28/10/2026

About SHARC

Established in 1995, SHARC is a community of people impacted by alcohol, drugs and gambling, including family, friends and supporters. Together, we work towards an Australian society where our communities' lived expertise is at the heart of inclusive communities, services, and systems. We create change by being ourselves, supporting one another, telling our stories, sharing our knowledge, advocating and building allyships.

Our Vision: Lived expertise is at the heart of inclusive communities and services, where people proudly share their experiences and support each other in a society free of stigma and discrimination.

Our Purpose: We transform lives, services and society through our community's lived experience of alcohol and other drugs, gambling and related harms.

SHARC places a priority on a positive, supportive, and productive work environment. Our services operate to maximise everyone's opportunities for self-responsibility, mutual support and participation.

About the Programs

The LLEAH Program supports Department-funded AOD and mental health organisations to embed and sustain lived/living experience workforce (LLEW) roles. It delivers training, development, and strategic guidance aligned with sector reforms informed by SHARC's values. Through co-design, stakeholder engagement, and tailored supports, LLEAH strengthens organisational capacity, promotes inclusive practice, and advances workforce wellbeing. The program is led by lived expertise and fosters systemic change across Victoria's AOD and mental health sectors.

Position Objectives

The Senior Facilitator/Consultant will provide high-level facilitation, consultation, and technical expertise to support the implementation of The Learning Collaborative (TLC) and Supporting Organisational Lived Experience (SOLE) projects within the LLEAH Program.

The role will work closely with Yale University in the planning, preparation and lead the delivery of the TLC training. It will also lead the facilitation, workshops, analysis and recommendations report with the organisations involved in the SOLE project.

This role is central to embedding lived and living experience principles in organisational change processes, workforce development, and sector reform initiatives. The position works closely with the LLEAH Program Manager and project coordinators to ensure quality delivery, sector engagement, and alignment with SHARC's values and mission.

This role is a designated Lived Experience position and will ensure SHARC's services are grounded in lived-experience and recovery-oriented principles and aligned with the organisation's strategic direction.

Position Responsibilities

Facilitation & Technical Expertise

- Lead the delivery of TLC modules and SOLE guided assessments, including in-person and online facilitation.
- Lead and provide expert input into the development and refinement of the Yale curriculum toolkit and SOLE assessment tools.
- Facilitate study groups to support learning into practice within the TLC program.
- Support the induction and mentoring of LLE technical experts and project staff.
- Lead the guided assessment data analysis and report preparation for LLEAH projects.Assist in the development of Peer Projects and APSU training packages.

Consultation & Co-Design

- Engage with sector stakeholders to inform program design and delivery.
- Facilitate co-design processes with participating organisations to tailor LLEAH offerings to their needs.

Program Development & Evaluation

- Contribute to the development of detailed project plans, deliverables, and evaluation frameworks forLLEAH.
- Assist in analysing findings from organisations engaged with LLEAHsites and testing phases to inform future program iterations.

Sector Engagement & Communication

- Support the implementation of the LLEAH communication plan, including stakeholder mapping and promotional activities.
- Represent SHARC at sector forums, information sessions, and advisory groups as required.

Team Collaboration

- Work collaboratively with the LLEAH Program Manager, LLEAHCoordinator, and other SHARC project staff to ensure cohesive program delivery.
- Work collaboratively with Yale University team, including Dr Louise Byrne on TLC
- Collaborate with technical experts on the refinement of the TLC curriculum and and SOLE guided assessment tool.
- Participate in reflective practice, supervision, and strategic planning activities.

This role may involve travel within Victoria.

Selection Criteria

Essential Criteria:

- Lived or living experience of the impacts of mental health and/or AOD that you've transformed into lived expertise applied in a purposeful, inclusive and values-aligned way.
- Experience in a designated lived or living experience workforce role in the mental health or AOD sector, including senior or specialist work in lived experience workforce development.
- Extensive experience designing and facilitating training, workshops and consultations with organisations in the AOD, mental health or lived experience sectors, including co-design processes with several stakeholders.
- Demonstrated expertise in lived experience workforce development, including developing training content, supervision approaches or organisational change strategies that embed peer work values and recovery-oriented practice.
- Experience providing specialist input into program design, evaluation and continuous improvement.
- Demonstrated ability to analyse information from assessments, consultations and feedback, and to write clear reports with practical recommendations for organisations.
- Experience mentoring or guiding peers, colleagues or technical experts.
- Strong stakeholder engagement skills, with experience building effective working relationships with government, community and lived experience stakeholders and representing an organisation at sector forums and advisory groups.

Desirable criteria:

- Experience facilitating or supporting advisory groups such as the AOD LLEAG or similar.
- Relevant qualifications and/or training in peer work in mental health and/or AOD (e.g. SHARC Peer Worker Training, Intentional Peer Support Training, Cert IV in Peer Work), or equivalent lived or living experience expertise combined with training in facilitation or workforce development.

Other

- A current Victorian driver's licence.

Key Working Relationships

Internal:	**External:**
Chief Executive Officer	Organisations participating in the LLEAH program
Senior Lived Experience Manager	Partner Organisations
LLEAH Program Manager	Department of Health

LLEAH Program team	Funders
Peer Projects team	Peak bodies
Other internal staff as required	

Additional requirements

All employees are required to:

- Have valid working rights in Australia.
- Obtain an employee Working with Children Check prior to commencement.
- Obtain a nationally accredited National Police Check (NPC), which will be administered for the preferred candidate.
- Obtain an International Police Check if you have lived overseas for longer than 12 months in the previous ten years, which will be administered for the preferred candidate.
- Be aware of and comply with relevant policies and guidelines, including SHARC's Code of Conduct.
- Participate in mandatory training requirements to support the delivery of a safe and effective service.
- Participate in an annual performance reflection process with your Manager.

General Information

- New employees at SHARC are subject to a six (6)-month probation period.
- Employment terms and conditions are provided in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award) and salary packaging is available in accordance with current legislation.
- SHARC is an equal opportunity employer and is committed to providing its employees with a work environment that is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.
- It is the applicant's duty to advise SHARC of any pre-existing condition, which could be aggravated by the type of employment they are applying for. Failure to do so seriously jeopardises any entitlement an employee might have for a work-related aggravation of that non-disclosed pre-existing condition.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- SHARC reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.