

TGD Peer-support Event Coordinator - Position Description

KEY INFORMATION

Role	Event Coordinator, TGD Peer-support program
Employer	TGV & Department of Premier and Cabinet
Time	15 hours each week, flexible hours and location
Location	Melbourne (online and video meetings available)
Remuneration	Social and community services employee level 5 - pay point 1
Commitment	6-month contract
Reports to	Peer-support Project Team Leader
Apply By	close of business Monday 24th August

Summary

The Peer Support Program

The Peer Support Program is delivered by Transgender Victoria in partnership with the Department of Premier and Cabinet through a collective impact model with the trans and gender diverse (TGD) community. It allows for comprehensive TGD community ownership and governance of targeted program activity to support increased health and wellbeing outcomes for TGD Victorians.

The Peer Support Program (PSP) is delivered alongside two multidisciplinary gender clinics (or 'Care Hubs'), and skills development and training for healthcare professionals as part of the Victorian Government's reform agenda to expand inclusive health services for the trans and gender diverse community. The Peer Support Program's aims are to:

- (i) increase capacity and resources of a state wide trans and gender (TGD) diverse Peer Support Network;
- (ii) increase TGD peer support services and improve systems across all levels of the health system;

- (iii) increase capacity and resilience of the TGD sector to deliver outcomes for TGD clients and the community;
- (iv) fulfil the vision captured in the March 2019 TransGathering's Participants Report; and
- (v) improve the health and well-being outcomes for TGD Victorians.

We encourage applications from candidates with diverse lived experiences including Aboriginal or Torres Strait Islander, people of colour, intersex people, neurodivergent people, and people with disability.

Term

The initial term is 6 months commencing ASAP in September 2020.

Hours & Expectations

- Weekly team meetings (online initially and eventually in person)
- Responding to internal PSP team communication periodically throughout the week or on designated days (mutually agreed)
- Training sessions and planning days (flexible roster, some weekends and after business hours)

Location

- Transgender Victoria HQ 100 Drummond Street, Carlton
- Offsite via remote video conferencing as needed
- Offsite community events as needed

Key Aims

This position complements the two existing positions of Team Leader and SPARK coordinator and will extend the Victorian Government and PSP peer support program which aims to improve health and well-being outcomes for Trans and Gender Diverse (TGD) communities across Victoria. The role will have a probation period of 3 months, commencing in August 2020 with a possibility of extension of contract beyond the initial 6-month period pending budget availability and performance outcomes.

This role focuses on networking, coordinating and event managing TransGatherings (both virtual and in person) and establishing a regional network of TGD communities to visit in a TransGatherings road-trip in 2021.

Responsibilities & duties

- Research possible virtual meeting and exhibition spaces for a virtual TransGathering in late 2020 (including software like Mozilla Hubs and platforms like Run the World)
- Coordinate co-creative design of virtual space and event coordinate TransGathering
- Map and liaise with regional TGD communities to engage them explicitly in up to 4 TransGatherings
- Map and liaise with TGD communities at the intersections, including but not limited to Aboriginal and Torres Strait Islander peoples, people of colour, disability, neurodiversity, homeless, and under-employed or unemployed people to ensure their engagement in PSP activities and networks
- Coordinate with regional TGD hubs to plan and deliver a series of TransGatherings 'on the road' in 2021
- Training program options as needed by TGD community (could range from Cert IV Social Work or Community services through to Cultural Awareness Training and creative writing for screen production)
- Research and liaise with prospective training providers regarding budgets, schedules and customized delivery options for TGD communities
- Engage broadly with TGD community to recruit candidates for training and mentorship
- Offer tailored support to TGD community members engaging in training from short intensives to longterm
- Administration of the training program as directed by the Team Leader and Expert Project Steering Committee (EPSC).
- Work with the Team Leader and SPARK Coordinator to support a collective impact model with the TGD community and to foster their active engagement through meetings, consultations and key communications
- Reporting to the Peer Support Project Team Leader
- Attend team training sessions and planning days (flexible roster, often weekends and after business hours)
- Managing and utilizing external networks when appropriate and relevant to their duties at PSP, Engage with stakeholders, community partners and other external bodies
- Adherence to TGV's internal policy and Code of Conduct; commitment to TGV's values
- Prioritising the advancement of PSP's mission and values and declaring any conflicts of interest that may arise

Required Criteria

- Developed communication skills; ability to identify potential risks and challenges
- Undertaking and reporting on actioned tasks (e.g. as a member team)
- Current Working with Children Check (or willingness to obtain one)
- Aged 18+
- Creative problem-solving skills and ability to pursue flexible and innovative solutions in response to community need
- High level of commitment to PSP's values, particularly aspects of Collective Impact regarding respect, integrity and the promotion of justice, inclusion and diversity.
- Strong understanding of trans and gender diverse issues, and a demonstrable history of working with or being a part of trans and gender diverse communities
- Lived experience as a member of the trans and gender diverse community

Desirable Criteria

- Managing and utilising professional networks where appropriate and beneficial for PSP's mission
- Engaging with established networks and contacts of potential partners, donors and sponsors of PSP's work
- Personal and professional networks and contacts in the trans and gender diverse sector and LGBTIQ+ sector more broadly
- Familiarity with risk-management strategies for nonprofit organisations
- Experience working collaboratively as part of a team, capacity to work independently using initiative
- Ability to interpret and respond to feedback (both internal and external)
- Specialist experience or skills in relevant fields including: higher education, local government, marketing, project management, legal, partnerships, service provision, medical, etc.
- Lived experience as and LGBTIQ+ person, Aboriginal or Torres Strait Islander, people of colour, neurodivergent people, and people with disability.

How To Apply

Apply by emailing [Son Vivienne, Team Leader](mailto:son@tgv.org.au), at son@tgv.org.au with an included CV and short cover letter or video outlining how you meet the selection criteria and why you'd like to join the TGD Peer-Support program team. Deadline for application is COB on Monday 24th August.

For any further questions or information, please get in touch with [Brenda Appleton](mailto:brenda@tgv.org.au), at brenda@tgv.org.au