

Position Description



Position Title:	Advocacy Lead
Reports to:	Deputy CEO
Department:	Individual, group and systemic Advocacy
Position Type:	Ongoing Full-time
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010 Level 7 Pay Point 1

About VMIAC

VMIAC is the peak Victorian non-government organisation for people with lived experience of mental health issues or emotional distress. We work from a rights-based perspective.

Our vision is a world where all mental health consumers stand proud, live a life with choices honoured, rights upheld, and these principles are embedded in all aspects of society.

We undertake individual, group and systemic advocacy and our work includes research and evaluation, education and training, information provision and resource development, as well as limited specialist support programs. We have a strong and continuous focus on engagement with members, and on informing and supporting them in becoming empowered and having their voices heard.

VMIAC is owned, governed, managed, and staffed by people with a lived experience. We aim to be an organisation in which the diversity of people with a lived experience can meaningfully and powerfully contribute and the employer of choice for the mental health lived experience workforce. We know that by working well together we become a true force for systems change and reshaping consumer experience. We work from a human rights perspective

www.vmiac.org.au

Position overview

This position leads and manages the advocacy team in enabling VMIAC consumers to make their own choices and have their rights and interests respected. The position represents consumers through self, individual and systemic advocacy giving consumers a voice and works closely with VMIAC's membership, research and policy and NDIS advocacy teams. It is responsible for the internal and external relationships to identify, address and resolve systemic advocacy issues identified through work with individual consumers and in collaboration with the NDIS Advocacy Team.

THIS IS A LIVED EXPERIENCE, CONSUMER POSITION:

Applicants must have lived experience of mental health issues and/or emotional distress and consumer of mental health services. Applicants will receive supervision and support but must be work ready and able to fulfil all requirements of the role.

Key Responsibilities

Organisational

The role is required to:

- Lead and manage the Advocacy Team within the workplace and ensure all staff comply with funding and regulatory requirements of relevance and VMIAC policies and procedures;
- Further develop and strengthen the delivery of VMIAC advocacy in rural and regional Victoria;
- Comply with VMIAC Code of Conduct working to create a safe, supportive and harmonious workplace;
- Participate in the systemic strategic direction with the Leadership Group;
- Lead advocacy campaigns in collaboration with VMIAC's membership, research and policy and NDIS advocacy leaders;
- Work as part of the Leadership Group to provide leadership in strategic responses to mental health policy;
- Support systems that provide safe, high quality care that enhances the consumer experience;
- Demonstrate awareness, understanding and application of diversity, culture and human rights;
- Participate in relevant meetings and consumer forums;
- Contribute to Workplace Health and Safety by taking reasonable care for personal health and safety and that of others in the workplace; raising suggestions and concerns as they arise to ensure a safe work environment for employees, consumers and visitors;
- Complete tasks as assigned and required by the Deputy CEO.

Professional

The role is required to:

- Lead and develop a professional advocacy team;
- Provide supervision and regular feedback to ensure team members are aware of their progress, areas they are performing well and any areas that can be improved;
- Ensure all team members undertake induction training and understand and sign off in acceptance of the organisations policies and procedures;
- Establish, develop and maintain partnerships with key stakeholders including those in regional and rural Victoria;
- Attend, participate and represent VMIAC in regular forums, interagency and stakeholder meetings;
- Other duties as directed.

Summary of Key Result Areas

Key Result Areas	Key Performance Indicators
Organisational	<ul style="list-style-type: none">• Secure, implement, review and maintain external funding• Lead and mentor the team to meet accreditation standards
Professional	<ul style="list-style-type: none">• Strengthen existing and secure new partnerships to achieve VMIAC's advocacy goals
Communication	<ul style="list-style-type: none">• Supervision of staff provided regularly• Monthly reports provided to CEO/Deputy CEO

Teamwork and Communication

- Attend staff meetings and Leadership Team meetings;
- Collaborating with members of Leadership Team to deliver VMIAC's Strategic goals;
- Contribute to the team meetings and other forums as appropriate providing information and feedback;
- Work in line with the Code of Conduct working to create a safe, supportive and harmonious workplace;
- Respect boundaries and provide peer support to colleagues where it is safe to do so;
- Actively contribute to Workplace Health and Safety by taking reasonable care for personal health and safety and that of others in the workplace; raising suggestions and concerns as they arise to ensure a safe work environment for employees, consumers and visitors;
- Complete tasks as assigned and requested by CEO / Deputy CEO.

Working Relationships

Internal	External
CEO and Deputy CEO	Consumers and consumer groups
Corporate Services Manager	Mental health services
Policy and Research Lead	Department of Health (Victoria)
Membership Lead	Department of Social Services (Commonwealth)
NDIS Manager	Statutory bodies
Advocacy Team	Community organisations
Communications Team	

KEY SELECTION CRITERIA:

Essential:

1. Demonstrated knowledge and experience of contemporary issues facing consumers of mental health services and delivering an effective model of advocacy;
2. Proven management and leadership ability to provide individual and systemic advocacy services;
3. Experience leading a team that empowers staff to be an integral part of an effective and high performing team;
4. Empower consumers to participate and self-advocate wherever possible whilst managing varied and complex internal and external partnerships to achieve individual and systemic advocacy outcomes for consumers and VMIAC;
5. Strong verbal and written interpersonal and communication skills with ability to connect with and strengthen relationships with consumers, staff and external partners / stakeholders;
6. Lead the team to ensure content for digital or printed material is generated and up to date for the promotion of advocacy services;
7. Tertiary education in Community Services, Community Development or equivalent and combination of experience, education and training;
8. Intermediate skills and competence in Microsoft Office, including Excel, to support data analysis and reporting;
9. A current Victorian Driver's Licence and is prepared to travel to regional and rural areas of Victoria for work purposes.

Highly Regarded

- Knowledge of database systems; and
- Knowledge of National Standards for Disability Services.

Essential licence or registration requirements

- 1. Lived / Living experience as a consumer of mental health services
- 2. Current Police Check and Working with Children Check

Equipment:

- VMIAC has a small pool of work vehicles which are accessible by all staff via a prioritising booking system for use for work purposes if/when required. This does not include the use of VMIAC vehicles to travel to and from staff's homes to VMIAC.
- Telephone and laptop

Special Conditions:

- This role is office-based role at VMIAC.
- Vaccination requirements as per government guidelines

Support and development

VMIAC will provide regular consumer-perspective supervision and mentoring to the person in this role. All VMIAC roles include training and development opportunities, which can include the development of leadership and other required skills and attendance at conferences. All employees of VMIAC are required to develop a wellbeing plan in consultation with their manager.

PERFORMANCE APPRAISAL:	Conducted annually as per schedule.
TRAINING:	Refer to Annual Training Calendar

I, _____ (*print name*) acknowledge that I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description and that I understand the implications if I don't follow the Quality Management System.

Signed: _____ **Date:** ____/____/____

Supervisor Signature: _____ **Date:** ____/____/____

cc: Personnel File