

Position Description



Position Title:	Lived and Living Experience Workforce (LLEW) Training Coordinator
Reports to:	Lived and Living Experience Workforce Program Manager
Department:	Lived and Living Experience Workforce Program Team
Position Type:	Fixed term contract to 30 th June 2024 with possible extension dependent on funding 1 FTE - full time
Classification:	SCHADS Level 6

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

The LLEW Training Coordinator will support the delivery of Lived and Living Experience Workforce Development Program initiatives at VMIAC in collaboration with our seven partner agencies and the Department of Health. Initiatives coordinated by this role will include but is not limited to:

- Delivery of eCPR, Alternatives to Suicide and Hearing Voices training
- Development and delivery of curriculum outlined in the Our Future report.

The successful applicant will have expert training coordination and/or delivery experience, along with a passion for professional relationship development. People with an interest or skills in project management are also strongly encouraged to apply.

THIS IS A CONSUMER LIVED AND LIVING EXPERIENCE POSITION:

Applicants must be people with lived experience of mental health challenges, trauma or emotional distress and/or who have accessed mental health or other related services specifically to support their mental wellbeing.

Applicants must consider themselves to be work ready; be capable of reflecting on how their own lived experience interacts with that of others; and be able of contributing to the development and implementation of collaborative ways of working.

Key Objectives

- Lead and develop project plans related to consumer workforce training and professional development.
- Ensure project plan objectives and deliverables are being met within set timeframes.
- Work closely with the LLEW Development Program partnered agencies, the Department of Health and other stakeholders.
- Develop participant enrolment and support processes.
- Ensure feedback and evaluation processes are occurring in line with project plans.

Key Responsibilities

Professional

- Identify and engage training providers who can deliver the training outlined in the project plans.
- Identify and engage LLEW educators who can develop and deliver training curriculum where required.
- Liaise with consumer workforce members and support training enrolment processes.
- Work in collaboration with the LLEW Program Manager to manage the project budget.

Organisational

- To comply with VMIAC Code of Conduct working to create a safe, supportive and happy workplace.
- Demonstrate awareness and understanding of diversity, culture and human rights.
- Be aware of current policy as VMIAC has a responsibility to maintain current policy.
- To actively participate in relevant meetings and consumer forums as required.
- 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.

Teamwork and Communication

- Work collaboratively as required with other members of the VMIAC team including attending and contributing to scheduled meetings.
- Embrace the Code of Conduct - working to create a safe, supportive and happy workplace.
- 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 management.

Summary of Key Result Areas

Key Result Areas	Key Performance Indicators
Professional	<ul style="list-style-type: none">• Completion of planned tasks and projects within time and quality requirements• Completion of consumer engagement activities as appropriate• Act professionally when communicating with stakeholders.

Organisational	<ul style="list-style-type: none"> • Embrace the VMIAC Code of Conduct • Actively contribute to VMIAC Workplace Safety • Contribute to service and quality improvement activities.
Teamwork	<ul style="list-style-type: none"> • Actively participate in all staff and team meetings as required. • Maintain open communication. • Actively support the achievement of shared team goals

Working Relationships

Internal	External
CEO	Department of Health
Lived and Living Experience Workforce Program Manager	Mental Health and Wellbeing Division
Membership and Engagement Lead	Training Agencies
All Staff	LLE Educators
	Consumers and Consumer Groups

Key Selection Criteria (applicants to address within their application)

Essential

1. Lived or living experience of mental health challenges, trauma or emotional distress (as outlined above)
2. A positive, 'can-do' approach with a passion and commitment to achieving the best outcomes for the consumers and consumer workforces.
3. Effective communications skills, with demonstrated relationship management and stakeholder engagement experience.
4. Efficient and effective time management skills including a demonstrated ability to prioritise work under limited supervision to meet timelines.
5. A strong team player committed to achieving team outcomes and deliverables.
6. Intermediate to advanced skills and competence in Microsoft Office.

Desirable

1. Experience coordinating, developing or delivering training and/or skills development programs.
2. Experience and/or training in co-production and co-design
3. Experience and/or formal qualifications in project management
4. Skills and experience in working with diversity including Aboriginal and Torres Strait Islander, LGBTIQ+ and CALD communities.

Special Conditions

Checks and probationary period

- The preferred candidate for the role is required to complete and/or provide Police and Working with Children checks prior to final confirmation and commencement of employment.
- Referees are required and will be contacted for short listed applicants.
- This role is subject to a probationary period of six months.

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.

- Laptop and mobile phone (as required for role)
- Flexible working environment

Support and Development

VMIAC will provide regular 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.

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.

Employee Signature: _____

Date: ____/____/____

CEO Signature: _____

Date: ____/____/____

cc: Personnel File