

Peer Health Promotion Officer

Community Engagement and Peer Development officer: Ageing with HIV

Living Positive Victoria, Position Description

Title	Peer Health Promotion Officer (Ageing with HIV)
Working title	Community Engagement and Peer Development Officer. Ageing with HIV
Classification	Social, Community, Home Care and Disability Services (SCHADS) Award, Level 5.1
Organisation	Living Positive Victoria
Work Location	Melbourne CBD (with some travel and community-based work required)
Employment Type	Part Time ongoing 0.6 EFT
Salary Range	SCHADS Award Level 5: generous salary packaging available
Reports To	Programs Manager
Reviewed and updated	June 2026

About Living Positive Victoria

Living Positive Victoria (LPV) is a not-for-profit, community-based organisation representing all people living with HIV in Victoria. Founded in 1988, LPV is committed to the advancement of human rights and the wellbeing of all people living with HIV (PLHIV) in Victoria.

LPV is a peer-led organisation. This means our work is designed, guided and delivered by and with people living with HIV, not for them. We believe that lived experience is expertise, and we are committed to placing the voices and leadership of our community at the centre of everything we do.

LPV works in close partnership with HIV-sector and community organisations to deliver a coordinated response to the needs of PLHIV across Victoria, including metropolitan Melbourne, regional and remote areas.

Our Vision

A world where people living with HIV live their lives to their full potential, in good health and free from discrimination.

Our Mission

To enable and empower all people affected by and living with HIV in Victoria to be part of the response that seeks an end to the HIV epidemic.

Strategic Pillars

LPV's 2023–2028 Strategic Plan is built on three pillars: Support, Advocate, Connect. The Peer Health Promotion Officer (Ageing with HIV) has a central role in advancing all three pillars, with particular focus on reaching PLHIV over 50 who are not yet engaged with LPV or existing community services.

About the Role:

The Peer Health Promotion Officer (Ageing with HIV) is a community engagement and peer development role with a health promotion and advocacy orientation. It sits within LPV's Programs team and reports to the Programs Manager.

This role exists because the needs of PLHIV aged over 50 are distinct, diverse and largely unmet by existing services. LPV's 2026-member survey confirmed strong community demand for: support with mental health and wellbeing; navigation of complex health and aged care systems; peer connection and community; and health information grounded in the realities of ageing with HIV and multiple chronic conditions.

The role's mandate is to reach, engage and build leadership with PLHIV over 50, particularly those not currently connected to LPV or peer services, and to develop programming that is designed with and led by community. This is not a program delivery role in the traditional sense. It is a role for someone who understands that community engagement is the work, and that programs should follow community insight, not the other way around.

At SCHADS Level 5.1, this position operates with a degree of professional autonomy. The officer is expected to exercise sound judgement, manage competing priorities, and contribute meaningfully to the strategic direction of LPV's ageing-related programs. They will work collaboratively with the Programs Manager and the broader LPV team and will build and develop key external relationships on LPV's behalf.

Key Responsibilities

This position works under general direction of the Programs Manager in functions that require the application of a range of health promotion, peer education and program administration knowledge appropriate to the diversity of the work. General guidelines and work procedures are established.

Community Engagement and Outreach

- Lead proactive community engagement with PLHIV aged over 50, with a deliberate focus on reaching people not currently engaged with LPV or existing peer services.
- Design and implement outreach strategies informed by community voice, LPV member survey data and emerging evidence on the needs of ageing PLHIV.
- Build trusted relationships with community members that support ongoing engagement, feedback and participation in program design.
- Work with LPV's Programs Manager and Communications functions to ensure outreach strategies reach diverse and underserved cohorts, including those in regional Victoria and those from multicultural backgrounds.

Peer-Led Program Design and Review

- Lead a structured review of LPV's incumbent programs serving PLHIV over 50, in genuine partnership with community members and in consultation with the Programs Manager and relevant stakeholders.
- Facilitate community-led design processes to identify what programs, formats and activities would be of genuine value to the 50+ cohort, prioritising demand-led design over inherited program structures.
- Develop, pilot and evaluate new program models that respond to identified community need, including in the areas of mental health, chronic condition navigation, peer connection and system literacy.
- Manage the ongoing coordination and delivery of LPV's annual Long Term Survivors Day event in partnership with Thorne Harbour Health, including leading a community-informed review of the event's format, purpose and reach.
- Where incumbent program activities are continued, ensure they are rigorously evaluated, purposefully connected to LPV's strategic objectives, and genuinely reaching the intended cohort.

Peer Leadership and Capacity Development

- Actively identify, support and develop leadership capacity among PLHIV over 50, creating meaningful pathways for community members to contribute to program design, facilitation and advocacy.
- Apply peer-led principles in all program and engagement work, centring lived experience as expertise and ensuring that PLHIV over 50 are not passive recipients but active leaders and designers of LPV's work.

- Support the development and coordination of peer volunteers or peer workforce participants where relevant to program delivery.
- Contribute to LPV's broader peer workforce development capability by sharing insights and practice learnings across the team.

Aged Care Systems Fluency and Advocacy

- Develop and maintain a working knowledge of aged care systems, pathways and access points relevant to PLHIV, including residential and community aged care, My Aged Care, and related Commonwealth and Victorian programs.
- Build LPV's organisational knowledge and fluency on aged care systems, sharing that knowledge across the team to support advocacy, referral and partnership work.
- Function as an informed resource for community members navigating aged care and broader health systems, operating as an educator and advocate, not a case manager.
- Identify systemic gaps, barriers and discriminatory practices affecting PLHIV in aged care settings and contribute to LPV's advocacy agenda accordingly.

Stakeholder Relationships and Partnerships

- Establish, maintain and grow a portfolio of strategic stakeholder relationships that advance LPV's work with ageing PLHIV, including with: Alfred Health HIV Outward Program; Bolton Clarke (HIV-embedded program); NAPWHA and the BOLDER network; Thorne Harbour Health/Positive Living Centre (as peer partner); and other relevant aged care, community health and peer organisations.
- Represent LPV professionally in partnership forums, working groups and sector events relevant to ageing and HIV.
- Identify and pursue new partnership opportunities that extend LPV's reach to underserved PLHIV over 50, including exploring relationships with aged care providers, primary care, multicultural health and regional services.
- Contribute to grant applications, funding proposals and reporting where partnership evidence and stakeholder engagement is required.

Health Promotion, Communications and Resources

- Develop quality health promotion resources, written communications and digital content that reflect the lived realities of ageing with HIV and meet the information needs of PLHIV over 50.
- Ensure all health promotion materials are co-designed with or reviewed by community members, and are accessible, inclusive and culturally appropriate.
- Contribute content to LPV's communications channels (e.g. newsletter, social media, website) as relevant to the 50+ cohort and ageing with HIV.

Monitoring, Evaluation and Reporting

- Incorporate evaluation planning into all program and engagement activities from the outset, not as an afterthought.
- Collect, document and analyse data on program reach, participation and outcomes in accordance with LPV's evaluation frameworks and funder reporting requirements.
- Contribute to LPV's annual business planning process by providing evidence of community need, program impact and strategic opportunities in the ageing-with-HIV space.
- Produce timely, accurate and well-written reports for internal and external purposes.

Working Context

This is a 0.6 EFT (part-time continuing) position. The role involves a combination of office-based work, community-based engagement, and stakeholder meetings. Some travel within Victoria may be required for outreach, partner meetings and events. Some weekend or out-of-hours work may be required on an occasional basis, particularly around community events, and time off in lieu applies in accordance with LPV's standard arrangements. A 6-month probationary period will apply

LPV operates with a small programs team. The officer is expected to work collaboratively, exercise initiative, and manage a varied workload within available resources. A limited programs budget applies to this role, and the officer will need to demonstrate creativity and resourcefulness in designing and delivering community activities.

LPV is a community-led organisation. Staff are expected to understand what this means in practice, accountability to members and community, not just to funders or management; decision-making informed by lived experience and community voice; and a genuine commitment to the principle that our community are partners, not recipients.

Key Selection Criteria

Applications must address each of the following criteria.

Essential

Lived experience of HIV and/or ageing:

- Personal experience as a person living with HIV, or as someone with close connection to the PLHIV community, is highly valued and will be given significant weight in assessment. We particularly encourage people aged 50 and over living with HIV to apply.

Community engagement and outreach:

- Demonstrated experience building trusted relationships with community members, particularly with populations that are underserved or disengaged from formal services. Ability to reach people where they are, not just where programs are delivered.

Peer-led practice:

- Demonstrated understanding of peer-led models of health promotion and community development, including what distinguishes peer work from service delivery, and how to centre lived experience in program design.

Health promotion knowledge and skills:

- Qualifications:
 - Tertiary qualifications in health promotion, public health, community development, social work or a related field, with relevant experience;
 - or an associate diploma with substantial relevant experience;
 - or lesser formal qualifications with extensive equivalent experience in a related role.
- We value demonstrated competence and community connection alongside formal credentials. Applicants should demonstrate an understanding of health promotion theory and evidence-based practice, including how health promotion operates in community-specific and peer-led contexts.

Stakeholder relationship management:

- Demonstrated ability to initiate, build and sustain productive working relationships with a range of external organisations and sector partners.

Program coordination and evaluation:

- Demonstrated ability to plan, coordinate and evaluate community programs or activities, including applying evaluation frameworks, contributing to reporting, and supervising volunteers where required.

Communication skills:

- Strong written and verbal communication skills, including the ability to produce clear, accessible health information for community audiences and professional reports for internal and funding purposes.

Organisation and self-management:

- Demonstrated ability to manage a varied workload, set priorities and work with a degree of autonomy in a small team environment.

Desirable Skills

- Knowledge of aged care systems, My Aged Care pathways, or community care services relevant to older Victorians.
- Experience working in or with HIV-sector organisations, peer organisations, or community-controlled health services.
- Experience facilitating community workshops, forums or peer-led group activities.
- Understanding of issues facing PLHIV from diverse backgrounds, including LGBTIQ+ communities, culturally and linguistically diverse communities, and people in regional Victoria.
- Experience working with limited resources and budgets to deliver creative, community-centred activities.

Living Positive Victoria is a Child Safe organisation and has zero tolerance policy to child abuse.

Employment is subject to a Working with Children Check and a satisfactory National Police Check.

How To Apply

To apply or for more information about the position please contact Adrian Hubble (Programs Manager) by email, ahubble@lpv.org.au using the subject line: **Peer Health Promotion Officer, Ageing with HIV**

Your application should include:

- Your current resume
- A cover letter which includes:
 - A brief statement (no more than one page) describing what has motivated you to apply for this position at Living Positive Victoria
 - what you would bring to the role
- A document with responses to each of the Key Selection Criteria

LPV is an equal opportunity employer. We strongly encourage people living with HIV, particularly those aged 50 and over, to apply. We welcome applications from people from Aboriginal and/or Torres Strait Islander communities, LGBTIQ+ communities, and people from migrant and multicultural backgrounds.

Safeguarding and Pre-Employment Checks

Living Positive Victoria is a Child Safe organisation with zero tolerance for child abuse of any kind. Employment is subject to a satisfactory Working with Children Check and National Police Check.