

Position Description	
Position Title	LLE Workforce Development Facilitator
Program	The Collective
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) Grade 5 - with access to salary packaging
FTE	1 FTE (76 hours per f/n)
Reports to	LLEW Manager, The Collective
Location	140 Grange Road, Carnegie
Hybrid/Onsite/Offsite	Virtual/Hybrid, some travel may be required
Employment Type	Fixed Term, part time until 30 June 2027
Date of Review	27/07/2026

About the Program
As part of the decommissioning of the Centre for Mental Health (CMHL) in June 2025, SHARC, Tandem, HRVIC, CLEW and VIMIAC came together to propose a new model: that the Lived and Living Experience (LLE) workforce be led and managed by a dedicated LLE collective. This vision—to place leadership of the LLE workforce firmly in the hands of those with lived and living experience—was realised under the auspice of SHARC. The Collective team is led by people with Lived and Living Experience. We use our Lived Expertise to build understanding, connection, and strength across the lived and living experience workforces to drive meaningful change. Together, we support the Lived and Living Experience Workforces (LLEW) through discipline-specific: • Training and education • Workforce development opportunities (Communities of Practice) • Access to supervision • LLEW University Scholarship Program • CLEW Membership • Events and Forums

Position Objective

The LLE Workforce Development Facilitator is a vital part of the Collective team and support to the LLEW Manager and The Collective team across all program initiatives. They will work collaboratively across the Collective's Mental Health (MH), Alcohol and Other Drugs (AOD), Harm Reduction (HR), Family/Carer and Consumer LLE Workforce discipline frameworks, contributing to the Collective's vision of a unified workforce while championing the unique perspectives, expertise and identity of each discipline.

The role will support the administration, development, delivery and facilitation of the Collective trainings, the development of lived experience workforce content, various project work and presentations as well as supporting Community of Practices.

The program also recognises the different needs and perspectives within individual LLEW disciplines. The implication of this is that while some agendas are shared/common among LLEWs, this diversity needs to be acknowledged and supported through the program.

This position is ideal for someone who is proactive, skilled in training development and delivery, networking, process improvement, project management, and eager to contribute to meaningful change. We are seeking a positive individual with a solution-focused mindset and a commitment to continuous improvement.

This position is a designated 'lived experience' role.

Position Responsibilities

- **Program delivery and workforce development**
 - Work collaboratively with The Collective team to deliver key activities, including funded projects that support the LLE workforce.
 - Contribute to, and where appropriate lead, the development, delivery and evaluation of LLEW training (in person, virtually and possibly e-Learnings).
 - Support the development and delivery of relevant LLEW Communities of Practice.
 - Assist with the planning, development, administration and promotion of The Collective's offerings.
 - Plan and coordinate logistics for on-site and off-site training and Community of Practice events.
- **Lived experience leadership and sector engagement**
 - Use lived experience expertise to positively shape attitudes and elevate the voice, value and position of LLEWs.
 - Work in partnership with the LLEW sector to strengthen collaboration and shared learning.

○ Engage, collaborate, share and learn with other designated LLEW lived experience facilitators. ○ Maintain and strengthen agency and stakeholder relationships in conjunction with the LLEW Manager and The Collective team. ○ Attend LLE sector forums and events with The Collective team as required. ● Administration, records and reporting ○ Undertake administrative responsibilities for services delivered by The Collective, including providing information as required. ○ Respond to enquiries, support data recording and collation, develop work plans and maintain appropriate records. ○ Maintain accurate records in relevant databases and filing systems. ○ Keep program-related Excel spreadsheets up to date to support effective data tracking and reporting. ○ Assist with the preparation and processing of reports. ● Professional practice and workplace responsibilities ○ Work within scope of practice and seek support when required. ○ Ensure safe work practices are developed and followed. ○ Undertake other duties as required, consistent with skills and experience.

Key Working Relationships

Internal	External
LLEW Manager, The Collective	Tandem, HRVIC, CLEW and VIMIAC
The Collective Team	Lived Experience Branch, Mental Health and Wellbeing Division, Department of Health
Other internal staff as required	The Victorian Collaborative Centre for Mental Health & Wellbeing
SHARC Organisation	

Selection Criteria

Essential

- Experience working in a designated LLEW role delivering peer support in a clinical service within the mental health sector and the ability to draw thoughtfully on that perspective in your work
- The ability to utilise your lived experience of a personal change process and/or recovery
- Experience and confidence in training development, presenting (in person and online), and group facilitation
- Strong organisational and time management skills, with the ability to prioritise tasks, adapt to changing needs, and learn new systems and processes
- High attention to detail and accuracy, particularly in managing records, data and documentation
- Demonstrated ability to work independently and collaboratively within a team
- Demonstrated, well developed interpersonal and communication skills, both written and verbal, and the ability to work effectively both as part of a team and independently.
- Demonstrated computer skills including Microsoft office applications (Excel, Word, PowerPoint)
- Demonstrated experience in the use of Zoom/Teams
- An ability to work sensitively with people of diverse cultures, backgrounds, abilities, ages, sexualities, and gender identities

Desirable

- Previous experience working in co-design or co-production activities
- Previous experience in eLearning training design and delivery
- Use of LMS, and/or other administrative and event software

Additional Requirements

All employees are required to:

- Obtain an *employee* Working with Children Check and a police check for this position. As a lived and living experience organisation, we have a procedure in place for supporting people through these processes.
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with SHARC in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at SHARC.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to SHARC management. SHARC is committed to child safety and is a Child Safe organisation.
- Be aware of and comply with the SHARC 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.
- Have valid working rights to work in Australia.

General Information

- New employees are subject to a 6-month probation period.
- Employment terms and conditions are provided in accordance with SCHADS Award.
- Salary Packaging is available in accordance with current legislation.
- Hybrid working arrangements may be negotiated with the LLEW Manager in accordance with SHARC policy.
- SHARC is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment and/or discrimination. The organisation promotes diversity and awareness in the workplace.

- Under the Accident Compensation Act, 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 the 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.