POSITION DESCRIPTION

Position Title	Project Worker
Program	Lived and Living Experience at Heart (LLEAH)
Award	*Social, Community, Home Care and Disability Services Industry Award 2010* (SCHADS) Level 4, plus access to salary packaging (up to $15,900 per annum)
FTE	1.0 FTE (76 hours per f/n. Part-time arrangements will be considered for the right candidate.
Reports to	LLEAH Program Manager
Location	140 Grange Road, Carnegie
Hybrid/onsite	Onsite, offsite, hybrid working arrangements may be negotiated in accordance with SHARC policy.
Employment Type	Fixed Term, Full-time or Part Time
Date of Review	28/10/2026

About SHARC

Established in 1995, SHARC is a community of people impacted by alcohol, drugs and gambling, including family, friends and supporters. Together, we work towards an Australian society where our communities' lived expertise is at the heart of inclusive communities, services, and systems. We create change by being ourselves, supporting one another, telling our stories, sharing our knowledge, advocating and building allyships.

Our Vision: Lived expertise is at the heart of inclusive communities and services, where people proudly share their experiences and support each other in a society free of stigma and discrimination.

Our Purpose: We transform lives, services and society through our community's lived experience of alcohol and other drugs, gambling and related harms.

SHARC places a priority on a positive, supportive, and productive work environment. Our services operate to maximise everyone's opportunities for self-responsibility, mutual support and participation.

About the Programs

The LLEAH Program supports Department-funded AOD and mental health organisations to embed and sustain lived/living experience workforce (LLEW) roles. It delivers training, development, and strategic guidance aligned with sector reforms informed by SHARC's values. Through co-design, stakeholder engagement, and tailored supports, LLEAH strengthens organisational capacity, promotes inclusive practice, and advances workforce wellbeing. The program is led by lived expertise and fosters systemic change across Victoria's AOD and mental health sectors.

Position Objectives

The LLEAH Project Worker will support the implementation and delivery of the Supporting Organisational Lived Experience (SOLE) and The Learning Collaborative (TLC) projects. The role will own defined components of this work, including coordinating engagement with organisations, record/note taking, action planning, and implementation activities, ensuring the program progresses under the strategic direction of the SOLE Project Coordinator and LLEAH Program Manager.

This role is a designated Lived Experience position and will ensure SHARC's services are grounded in lived-experience and recovery-oriented principles and aligned with the organisation's strategic direction. The role is open to people with lived experience of alcohol and other drug use and/or mental health who have integrated this experience into applied lived expertise.

Position Responsibilities

Program Support

- Coordinate SOLE action planning and implementation with participating organisations, and assist with the SOLE assessment.
- Provide logistical and administrative support for education and study groups within The Learning Collaborative.
- Assist with the preparation and delivery of TLC workshops, study and implementation groups.
- Provide logistical and administrative support for TLC activities, including scheduling, venue coordination, and materials preparation.
- Support the coordination of the TLC graduate community of practice.

Stakeholder Liaison

- Communicate with participating organisations to confirm attendance, share resources, and gather feedback.
- Support the LLEAH Project Coordinator in maintaining positive relationships with sector partners and stakeholders.

Documentation & Data Entry

- Maintain accurate records of participant attendance, feedback, and session notes.
- Collate and manage program data and prepare the data analysis for reporting and evaluation purposes.

Team Collaboration

- Participate in team meetings, reflective practice sessions, and planning activities.
- Work collaboratively with the LLEAH Project Coordinator and LLEAH Program Manager to ensure program alignment and quality delivery.

This role may involve travel within Victoria.

Selection Criteria

Essential Criteria:

- Lived or living experience of the impacts of mental health and/or AOD that you've integrated into lived expertise applied in a purposeful, inclusive and values-aligned way.
- Experience in a lived or living experience workforce role in the mental health or alcohol and other drug sector, or equivalent experience applying lived expertise to support others.
- Experience in administrative or project support roles, preferably in the AOD, mental health, or community services sectors.
- Experience coordinating projects, programs or group activities, including setting priorities and outcomes for your own work within agreed limits.
- Experience collating and analysing data and preparing clear reports for program evaluation.
- Strong organisational and time management skills, with the ability to manage multiple tasks and meet deadlines.
- Strong interpersonal and communication skills, including the ability to work respectfully with diverse stakeholders and communities.
- Understanding of lived/living experience principles, peer work, and recovery-oriented practice.
- Proficiency in Microsoft Office and digital collaboration tools, with attention to detail in documentation and data entry.
- Ability to work both independently and as part of a team, with a commitment to inclusive and ethical practice.

Desirable:

- Relevant qualifications and/or training in peer work in mental health and/or AOD (e.g. SHARC Peer Worker Training, Intentional Peer Support Training, Cert IV in Peer Work), or equivalent lived/living experience expertise combined with training/experience in facilitation or workforce development.

Other:

- A current Victorian driver's licence.

Key Working Relationships

Internal:	**External:**
Senior Lived Experience Manager	Organisations participating in the LLEAH program
LLEAH Program Manager	Partner Organisations
LLEAH Program team	Victorian Collaborative Centre for Mental Health and Wellbeing

Peer Projects team	
Other internal staff as required	

Additional requirements

All employees are required to:

- Have valid working rights in Australia.
- Obtain an employee Working with Children Check prior to commencement.
- Obtain a nationally accredited National Police Check (NPC), which will be administered for the preferred candidate.
- Obtain an International Police Check if you have lived overseas for longer than 12 months in the previous ten years, which will be administered for the preferred candidate.
- Be aware of and comply with relevant policies and guidelines, including SHARC's 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.

General Information

- New employees at SHARC are subject to a six (6)-month probation period.
- Employment terms and conditions are provided in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS Award) and salary packaging is available in accordance with current legislation.
- SHARC is an equal opportunity employer and is committed to providing its employees with a work environment that is free of harassment and/or discrimination. The organisation promotes diversity, inclusion and cultural safety in the workplace. SHARC strongly encourages applications from Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTQI+ communities, people with disability, and others from diverse or marginalised backgrounds. Reasonable adjustments are available throughout the recruitment process and in the workplace.
- 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 an 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.