



19 September 2018

**Senior Project Coordinator
Australian Injecting and Illicit Drug Users League (AIVL)**

AIVL is the Australian national peak organisation representing the state and territory peer-based drug user organisations and issues of national relevance for people with lived experience of drug use. AIVL's purpose is to advance the health of people who use/have used illicit drugs. This includes a primary focus on reducing the transmission and impact of blood borne viruses (BBVs) including HIV and hepatitis C – including for those accessing drug treatment services - through the effective implementation of peer education, harm reduction, health promotion and policy and advocacy strategies at the national level.

AIVL is currently seeking to recruit a full time Senior Project Coordinator to work in its national office in Canberra. The role will focus on project management and communications, reporting directly to the Chief Executive Officer (CEO).

Remuneration of \$72,500 per annum is in line with the Social, Community, Home Care and Disability Services Industry Award 2010 (Level 5 - pay point 2). AIVL is also able to offer generous salary packaging arrangements in line with its status as a Health Promotion Charity.

Position Description

Duties include:

- Development and implementation of project plans, including budgets
- Drafting and development of written communication materials including reports, briefing papers, submissions, correspondence and media releases
- Representation of the organisation at external meetings and events
- Liaising with key internal and external stakeholders to develop agreed positions on key issues and progress shared priorities
- Development and implementation of consultation processes with both internal and external stakeholders
- Analysis of government policy, programs and budgets
- Analysis of project outcomes and development of new policy and program initiatives
- Development and delivery of presentations at conferences and public events
- Management of competing priorities to deliver timely and high quality outcomes in a small and busy team environment

Selection Criteria

1. Demonstrated ability to achieve results, manage multiple priorities and respond flexibly in a high-pressure environment.
2. Strong attention to detail, ability to exercise sound judgement and highly developed administrative, planning and organisational skills.

3. Strong relationship management skills, together with the ability to build and sustain strong networks and relationships with both internal and external stakeholders.
4. Highly developed oral and written communication skills and the ability to present information in a clear, concise and articulate manner in differing contexts.
5. Strong strategic planning and problem solving skills.
6. Demonstrated ability to work collaboratively with a focus on innovation and team work.
7. As AIVL is the Australian national peak organisation representing the state and territory peer-based drug user organisations and issues of national relevance for people with lived experience of drug use, relevant life experience and a commitment to advancing the health of people who use/have used illicit drugs are also prerequisites.

How to Apply

Applications comprising both a statement of claims against the Selection Criteria and a Curriculum Vitae/Resume should be emailed to Carolyn Murphy at carolynm@aivl.org.au by **COB Wednesday 3 October 2018**. Alternatively, applications can be posted to:

Carolyn Murphy
AIVL
GPO Box 1552
Canberra ACT 2601

Posted applications must be received by AIVL by COB Wednesday 3 October 2018.