Project Officer – Lived Experience Network
Position Description

July 2020

Employment type:	Fulltime Fixed Term Contract to 30th June 2021 with possible extension (pending funding)
Salary:	SCHADS Level 4– pay point 1 $35.63 p/h
Location:	Woolloomooloo, NSW
Report to:	Manager – Projects and Operations
Supervises:	Nil

About BEING

BEING is the independent, NSW peak organisation for people with lived/living experience of mental health issues and emotional distress. Our primary focus is to ensure the voices of people with mental health issues are heard by decision makers, service providers, and the community.

With a long-standing history of operation, BEING is in a unique position to influence NSW policy, legislation, and service delivery, to improve the outcomes for the communities we serve by providing advice to the mental health sector on people's views and experiences of the way mental health services are delivered. We support people to advocate and provide input into decision making at all levels through a co-design process and peer–led activities.

BEING has a strong focus on human rights, and as such advocate for the rights of people with mental health issues and emotional distress to live and participate in the communities they choose. We are a value-based organisation whose work is underpinned by Recovery-Oriented and Trauma-Informed principles including respect, social justice, and transparency, and a belief that recovery is possible for every individual. BEING engages with their members, Government, Community Managed Organisations, and the community through the provision of resources and information, consultations and submissions, research and evaluation, and education and training.

About the Role

The Project Officer will work closely with the Manager – Project and Operations, to develop phase one co-design processes and strategic direction for the BEING Lived Experience Network and register.

A key component of the role will be to scope an approach which better engages people with lived experience of mental health issues to be involved in government and non-government processes which support individual and systemic advocacy.

The role requires someone who is flexible, adaptive, and proactive, and is agile to the changing needs of the organisation and working within tight timeframes.

Duties and responsibilities

- Working with the Manager – Project and Operations, scope processes which develop, facilitate, and monitor the BEING Lived Experience Network, including background and organisational documents specific to the project
- Develop processes to establish and recruit a Consumer Lived Experience Co-design committee
- Provide support and secretariat to the Consumer Lived Experience Co-design committee and its members, including the development of papers, agenda's, minutes
- Develop, facilitate, and evaluate Consumer consultations and focus group
- Working with the Manager – Projects and Operations to develop a strategic direction for Phase 2 of the BEING Lived Experience Network
- Establish and maintain CRM systems and processes to collate information
- Provide administration support to the Manager – Projects and Operations, and other Managers as required
- Assist members and clients of the service to navigate appropriate project
- Provide administration support to projects and programs as required, including secretariat support
- Process payments of contractors and freelance contractors, and liaise with finance department where required
- Provide communications support as required
- Organise staff and volunteer inductions together with the Manager – Projects and Operations
- Book events, catering and other items required for BEING events, workshops, and meetings
- Other duties as required

Essential Criteria:

1. Personal experience of living with mental health issues and demonstrated ability to utilise your own recovery to support and inspire hope and recovery for others.
2. Prior experience in managing workplace projects
3. Demonstrated experience of working with people with disability in a similar position, and an understanding of the needs of people living with meatal health issues to advocate Individually and systemically
4. Demonstrated experience working with data and data entry processes
5. Excellent interpersonal skills and the ability to work with a range of stakeholders
6. Ability to be flexible, adaptive, and proactive, and agile to the changing needs of the organisation and working within tight timeframes.
7. Demonstrated ability to multitask, adapt to changing agenda's, and work under pressure and to tight timelines
8. Strong decision making and problem-solving skills
9. Professional level written and verbal communication skills
10. Detailed understanding of the full Microsoft Office system and ability to learn new database systems

Desirable Criteria:

- In depth understanding of the mental health and suicide prevention landscape
- Experience in working in a Not For Profit (NFP) or Non-Government Organisation (NGO)
- Thorough understanding of co-production and co-design, and experience in working from these frameworks.
- Certificate IV Mental Health Peer Work (consumer) or working towards.

How to Apply

- Apply immediately as applications will be reviewed as they come in
- Apply with your resume and a letter that addresses each of the essential and desirable Criteria. Candidates who do not address the criteria listed will not be progressed.
- For further information please visit being.org.au and email enquiries about this role may be submitted to jobs@being.org.au
- You must have the right to live and work in Australia
- Agencies are not required for this role and will not be engaged
- BEING is an Equal Employment Opportunity employer. This means we apply affirmative action strategies to the employment of people with personal lived/living experience of mental health issues.