

# Positive Speakers Bureau Coordinator

## Characteristics of this position

This position works under limited direction from the Chief Executive Officer and is supervised by the Director of Programs and People and undertakes a range of functions for which operational policies, practices and guidelines with regard to the Positive Speakers Bureau (PSB).

The PSB Coordinator is responsible for the day-to-day management of the Bureau and requires significant understanding of the social determinants of health, the impact of living with HIV (including ageing), the personal impact of HIV disclosure and the associated stigma.

Other duties include:

- ongoing peer support and engagement with new and existing speakers, allocation of speaker engagements, liaison with PSB clients and management of the PSB Customer Relationship Management (CRM) database;
- individual case management, recruitment, interviewing, training and coaching of speakers (including media training);
- management of online client and speakers surveys to ensure quality and analysis of survey data and reports;
- external stakeholder engagement using high-level communication skills to build trust and collaborative partnerships across and beyond the HIV sector.;
- marketing and strategic communication methodologies to promote the Bureau's services to the broader community;
- in addition to managing the PSB, the functions include the Senior Voices Project;
- co-ordination and co-management of the International AIDS Candlelight Memorial and the World AIDS Day launch are additional responsibilities engaging with key stakeholders and partners to ensure these events reflect the values of Living Positive Victoria with the Meaningful Involvement of People Living with HIV (MIPA);
- the position requires significant input into grant and sponsorship applications relevant to the program.

The Positive Speakers Bureau Coordinator is required to be involved with operational procedures which impact upon the organisation and specifically the PSB. The Coordinator is expected to contribute to management of the organisation and will assist in the preparation of budgets, establish procedures and work practices. The Coordinator is involved in the formation of programs and work practices and is required to provide assistance and/or expert advice to other employees and volunteers. This position may also be required to negotiate matters on behalf of the organisation.

The Coordinator is responsible for decision-making in the PSB and the provision of expert advice to Senior Management and the Board. The Coordinator is required to provide consultation and assistance relevant to the workplace. The Coordinator is required to set outcomes for the work areas for which they are responsible to achieve the objectives of the organisation. They are required to undertake the control and co-ordination of the PSB, and require a good understanding of the long-term goals of the organisation.

The Coordinator is expected to work as the senior member of the PSB team and provides specialist support to a range of Speakers Bureau volunteers.

High-level time management skills are essential so outcomes can be achieved.

The position requires an ability to apply high levels of excellence in communication and interpersonal skills to resolve organisational issues, negotiate contracts, develop and motivate staff and volunteers and additionally gain the co-operation of sector partners and key influencers across the HIV sector in Victoria and nationally. The employee will be required to understand and implement effective staff management and personnel practices including capacity building and effective knowledge transfer.

### Position Details

|                             |   |
|-----------------------------|---|
| <b>Title:</b>               | Positive Speakers Bureau Coordinator  |
| <b>Classification:</b>      | SCHCADS Award - Level 6   |
| <b>Organisation:</b>        | People Living with HIV/AIDS Inc. Living Positive Victoria   |
| <b>Work Location:</b>       | 1/111 Coventry Street, Southbank  |
| <b>Position Number:</b>     | LPV_PSB_2019  |
| <b>Employment Type:</b>     | Permanent Part-Time .8 EFT (4 days a week)  |
| <b>Salary Range:</b>        | Value Range Level 6: 1,600.74 - \$1636.14 per week pro-rata (generous salary packaging available) |
| <b>Further Information:</b> | Suzy Malhotra - 03 9863 8736  |
| <b>Position reports to:</b> | Director of Programs and People   |
| <b>Date of creation:</b>    | August 2019   |

### Living Positive Victoria

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

Living Positive Victoria works closely in partnership with a range of HIV-sector and other organisations to deliver a comprehensive and coordinated response to the needs of PLHIV in Victoria, nationally and internationally.

## **Our Vision**

Living Positive Victoria shares the vision of the National Association of People with HIV Australia of a world where people living with HIV live their lives to their full potential, in good health and free from discrimination.

## **Our Mission**

Living Positive Victoria is a community-based organisation that works to advance the human rights and wellbeing of people living with HIV. Our mission is 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.

## **Our Principles**

Our organisation is founded on, and guided by, the following core principles:

### **Human rights**

Living Positive Victoria rejects all forms of arbitrary discrimination against people living with HIV, and works towards the elimination of HIV stigma.

### **Health promotion**

Living Positive Victoria is a health promotion organisation, enabling and empowering the health of people living with HIV by creating an environment in which individuals can realise their aspirations, meet their needs and participate in society.

### **PLHIV involvement and engagement**

People living with HIV have a right to be directly involved in the response to HIV in Australia, as declared in the greater involvement and meaningful engagement of people living with HIV (UNAIDS GIPA/MIPA Principle). We provide leadership to the HIV response, informed by the experience of living with HIV.

### **Inclusion**

Living Positive Victoria represents all people living with HIV in Victoria, regardless of gender, sexuality, age, disability, ethnic group or national origin. We work to unite all people living with HIV in our common cause.

### **Partnership**

Living Positive Victoria works in different partnerships with other organisations and individuals to advance the common goal of improving the lives of people living with and affected by HIV.

### **Excellence**

Living Positive Victoria is a model employer and employs best practice in all that we do and values good governance, teamwork, integrity, ethics and innovation.

### **Evidence and evaluation**

Evidence is used to guide decisions about interventions and Living Positive Victoria consistently evaluates the effectiveness of interventions in terms of their impact as advocated by the Victorian Public Health and Wellbeing Act 2008.

## **Diversity Statement**

The Board, staff and volunteers of Living Positive Victoria are committed to equal opportunities and welcome the participation from appropriately qualified people from all sections of the community on its Board of Directors and among staff and volunteers.

We attach importance to the diversities of gender identification, age, sexuality, socio-economic background and those from culturally and linguistically diverse backgrounds and importantly the diversity of lived experiences of people living with HIV on the Board of Directors and among staff and volunteers.

We are committed to the greater involvement of people living with HIV and welcome meaningful participation from HIV affected communities on our governance, staffing, volunteer and community structures.

### Responsibilities and Duties

To contribute to achieving the operational objectives of the workplace, a position at this level will include the following:

- undertake significant projects and/or functions involving the use of analytical skills;
- undertake managerial or specialised functions under a wide range of conditions to achieve results in line with organisation goals;
- exercise managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis and interpretation for either a major single or multi-specialist operation;
- undertake a range of duties within the work area, including develop work practices and procedures; problem definition, planning and the exercise of judgment; provide advice on policy matters and contribute to their development;
- provide reports on program activities including recommendations;
- negotiate on matters of significance within the organisation with other bodies and/or members of the public;
- provide advice on matters of complexity within the work area and/or specialised area;
- control and co-ordinate a work area of a larger organisation within budgetary constraints;
- exercise autonomy in establishing the operation of the work area;
- This position is also responsible for:
  - co-ordination of facets of other organisational projects; including a team approach, health promotion, community events development and engagement;
  - contribute to the development of new procedures and methodology;
  - provide expert advice and assistance relevant to the work area both internally and externally to other partners;
  - supervision of other specialised volunteers and staff.

## Key Selection Criteria

| Personal Qualities                   |  |
|--------------------------------------|--|
| <b>Initiative and Accountability</b> | Proactive and self-starting, seizes opportunities and acts upon them, takes responsibility for own actions.  |
| <b>Detail Focus</b>                  | Observes fine details, identifies gaps in information, looks for logical sequences of information, highlights practical considerations of plans and activities.  |
| <b>Relationship Building</b>         | Establishes and maintains relationships with people at all levels, promotes harmony and consensus through diplomatic handling of disagreements<br>Forges useful partnerships with people across business areas, functions and organisations.<br>Minimise surprises.  |
| <b>Creativity and Innovation</b>     | Generates new ideas and draws on a range of information sources to identify new ways of doing things.<br>Actively influences events and promotes ideas.<br>Translates creative ideas into workplace improvements.  |
| Knowledge and Skills                 |  |
| <b>Advanced Computer Skills</b>      | Uses a wide range of software application features for word processing, spread sheets, client management etc, assists others with problem-solving on word processing and related applications  |
| <b>Stakeholder Management</b>        | Identifies issues in common for one or more stakeholders and users to build mutually beneficial partnerships<br>Identifies and responds to stakeholder's underlying needs<br>Uses understanding of the stakeholder's organisational context to ensure outcomes are achieved<br>Find innovative solutions to resolve stakeholder issues |
| <b>Verbal Communications</b>         | Confidently conveys ideas and information in a clear and interesting way<br>Clearly understands the target audience and the objectives of the communication<br>Uses feedback to refine and ensure communications are understood<br>Handles difficult and sensitive communications well   |
| <b>Planning and Organising</b>       | Identifies processes, tasks and resources required to achieve a goal, identifies more and less critical activities and operates accordingly, reviewing and adjusting as required, develops and implements systems and procedures to guide work and track progress, recognises barriers and finds effective ways to deal with them.     |

### Requirements of the position

Some or all of the following are needed to perform this role:

#### **Skills, knowledge, experience, qualification and/or training**

- comprehensive knowledge of organisation policies and procedures;
- specialist skills and/or supervision/management abilities exercised within a major single function operation;
- specialist knowledge gained through experience, training or education;
- appreciation of the long term goals of the organisation;
- detailed knowledge of program activities and work practices relevant to the work area;
- knowledge of organisation structures and functions;
- comprehensive knowledge of requirements relevant to the discipline.

#### **Organisational relationships**

- works under limited direction from senior management;
- supervision of staff and Positive Speakers Bureau members/volunteers.

#### **Extent of authority**

- exercise a degree of autonomy;
- manages a specialist work area;
- has significant delegated authority;
- selection of methods and techniques based on sound judgment;
- manage significant projects and/or functions;
- solutions to problems can generally be found in documented techniques, precedents, or instructions. Advice available on complex or unusual matters.

**Should an applicant be shortlisted for interview, the following requirements of the position will be used to guide an interview assessment.**

- Degree with substantial experience or post graduate qualification;
- Associate diploma with substantial experience attained through previous appointments, service and/or study with a combination of experience, expertise and competence sufficient to perform the duties required at this level.

- Additional qualifications with experience attained such as Diploma of Community Services, Diploma of Community Work, Human Resource Management, Pre and Post Test Advisor qualification, Peer Support, Train the Trainer/ Cert 1V Training and Assessment and workshop facilitation skills
- An understanding of online communications software and the ability to work within a communications framework that exemplifies best practice.
- Demonstrated capacity to think strategically and propose innovative actions to achieve strategic goals.
- Advanced computer software skills.
- Knowledge and experience in event management and coordination and public relations.
- An understanding of research design and methodology.
- Ability to relate to a wide range of stakeholders including people living with HIV, Government, non-Government Organisations, Media and the Corporate sector.
- Demonstrated ability to produce and deliver high quality workshops and events.
- Commitment to the vision, mission and values of Living Positive Victoria.
- Advanced knowledge and insights of HIV epidemiology, stigma, treatments, support and HIV and Ageing.
- Knowledge of the health promotion, community development and social justice issues impacting upon HIV, STIs, and viral hepatitis.
- Strong negotiation and time management skills, with the capacity to respond flexibly and to manage multiple projects and deadlines.
- **A writing exercise based upon a hypothetical case study.**

**Send your:**

1. Cover letter;
2. Address the Key Selection Criteria (being the four personal qualities and the four knowledge and skills areas); and
3. Your CV to:

ATTN: Suzy Malhotra

Director Programs and People

Living Positive Victoria

Suite 1, 111 Coventry Street, Southbank, Victoria 3006 AUSTRALIA or  
via email to [smalhotra@livingpositivevictoria.org.au](mailto:smalhotra@livingpositivevictoria.org.au)

**APPLICATIONS CLOSE AT 5:00 PM ON Friday 27 September 2019.**

**People living with HIV, and sexually and gender diverse people, are strongly encouraged to apply.**