



Administrative Support & Community Nurturer Position

Organisation: LELAN | SA Lived Experience Leadership & Advocacy Network

Position title: Administrative Support & Community Nurturer (Lived Experience)

Employment status: Contract role 0.6FTE (SCHADS Award, Level 4)

Location: Adelaide, South Australia

Reports to: LELAN Executive Director

Contract period: September 2020 – June 30th, 2021 (with the hope of extension)

About the Role:

The Administrative Support & Community Nurturer will be a core member of the team, working with other staff to meet project aims and deliverables, other operational responsibilities and working collaboratively with LELAN's members and the broader lived experience community who are actively involved in our work.

The position has three main areas of responsibility:

- Supporting the administrative functions of the organisation
- Connecting with the LELAN membership and lived experience community
- Creating and sharing information through LELAN's social media channels, website, e-newsletter and other mediums

At the heart of LELAN's work is a commitment to the active and meaningful involvement of people with lived experience, ensuring collective experiences of mental distress, social issues or injustice are heard and elevated. We provide space and development opportunities for people with lived experience and our allies to gather and build strength together. The Administrative Support & Community Nurturer holds the threads together so that we succeed.

About the SA Lived Experience Leadership & Advocacy Network (LELAN):

LELAN's purpose is to amplify the voice, influence and leadership of people with lived experience of mental distress, social issues or injustice to drive change. The organisation has three areas of focus:

- Developing the capability and influence of people with lived experience
- Nurturing organisational and sector capacity for partnering with people with lived experience, and
- Impacting system improvement agendas to benefit people with lived experience

Mobilising the power of lived experience throughout South Australia is LELAN's vision. This underpins the work that we do and the way that we do it, embodying the knowing we have that lived experience matters. Our values are courage, compassion, dignity, intersectionality, leadership and social justice.

we amplify the voice, influence and leadership of people with lived experience to be heard and drive change

Duties and responsibilities of the Administrative Support & Community Nurturer:

- Supporting the administrative functions of the organisation:
 - Process and respond to inquiries that come through via email or other channels
 - Track and process payments, receipts, etc and liaise with Bookkeeper, Executive Director and Treasurer where required
 - Be involved with workshop set-up and close-down, including booking venue's, organising catering, etc
 - Administrative tasks linked to Board communication, papers and taking minutes. Board meetings are currently held on the fourth Tuesday of the month, 6-8pm
 - Support project staff and Executive Director to fulfil their roles through finding information and resources or following up with people from our community, etc
- Connecting with the LELAN membership and lived experience community
 - Process membership applications and reminders
 - Provide regular updates and communication to LELAN members to enhance their connection to the organisation and involvement in the work that we do
 - Be the contact person and organiser for events that LELAN holds, etc
- Creating and sharing information through LELAN's social media channels, website, e-newsletter and other mediums
 - Update website information about involvement opportunities and LELAN training or events that are scheduled, includes linking registration through Humanitix and other related programs, etc
 - Support the implementation of a communication strategy for posting information on social media and blogs/resources on the LELAN website, etc
 - Create images and related media for social media posts and reports
 - Be responsible for creating and sending the LELAN e-newsletter consistently

Skill and experience requirements:

- Lived/living experience of mental distress, social issues or injustice
- Demonstrated understanding of the value of lived experience and commitment to centering it in work roles
- Work experience demonstrating strong administrative, organisational and problem-solving skills
- Ability to work independently whilst being part of a team
- Ability to develop supportive, encouraging and engaging relationships with diverse groups
- Computer and social media literacy, including ability to use Microsoft Office programs, Canva, Mailchimp, Facebook and Twitter
- Commitment to the purpose and values of LELAN

We are committed to inclusion and accessibility for people with lived/living experience and welcome applications from people with: broad distress or mental health experiences (including psychosocial disability); diverse cultural backgrounds (including Aboriginal and Torres Strait Islander people); gender or sexually diverse identities (including trans and non-binary); and/or other disabilities.

Submitting your application:

Applications must include:

- Cover letter addressing each of the skill and experience requirements
- Resume / CV
- The names and contact details of at least two referee's

Further enquiries can be made by emailing info@lelan.org.au or calling Ellie Hodges, Executive Director, on 0422 888 157. Additional information about LELAN can be accessed at www.lelan.org.au .

Applications close Monday September 14th at 5pm. Please email to info@lelan.org.au .

Interviews for the position will be held Friday September 18th, 2020.