

Position Description

OVERVIEW

Position	Community Engagement Lead
Employment status:	Permanent Part-time (0.6FTE, 3 days per week)
Accountability:	The position will report to the Health Promotion Manager
Working relationships:	Works collaboratively across a diverse and experienced team, including staff, partners, and people with lived and living experience.
Remuneration:	Classified at SCHADS Award Level 5.1 , with an annual salary of \$71,285 (for 0.6FTE) plus access to salary packaging benefits.
Location:	Based at LiverWELL, 15 Gracie Street, North Melbourne, with flexibility to work from home by agreement. <i>Note: LiverWELL will be relocating to a new office in December 2025.</i>

ABOUT LiverWELL

LiverWELL (incorporating Hepatitis Victoria) is a not-for-profit community-based organisation that has worked for over 30 years to eliminate viral hepatitis in Victoria. In line with Victorian and Australian government strategies, our long-term plan builds on this critical work and broadens our scope to improve liver health outcomes for all Australians.

Viral hepatitis and steatotic liver disease are major contributors to liver disease and liver cancer. Together, they represent two of the fastest-growing risk factors for cancer-related mortality and morbidity in Australia.

LiverWELL collaborates with a broad spectrum of community, health sector, research, and government organisations to:

- Raise awareness of viral hepatitis and noncommunicable liver disease to help reduce their risk and impact through community education, sector capability building, and efforts to challenge stigma and discrimination.
- Improve access and referral to quality information, care, treatment, and support especially for vulnerable and at-risk communities.
- Support people with lived experience of viral hepatitis and liver disease to actively participate in solutions, ensuring that their voice informs responses to viral hepatitis and liver disease.
- Advocate, collaborate and mobilise collective action to eliminate viral hepatitis and drive a stronger response to the challenges of viral hepatitis and liver disease in our community.

OUR VISION

Liver health for all.

We prevent and reduce the impact of liver disease, including viral hepatitis, and to continue to combat stigma.

OUR VALUES

- **Respect** – We respect all people affected by liver disease, promoting dignity, and challenging stigma and discrimination.
- **Inclusion** – We seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work.
- **Collaboration** – We work in partnership with those affected by liver disease, and with others who share our values and aim.
- **Impact** – We strive for maximum impact, building on evidence, being innovative, and driving change to achieve better liver health.

POSITION PURPOSE

The Community Engagement Lead will bring LiverWELL's **Lived Experience Engagement Framework** to life by ensuring people with lived and living experience are meaningfully involved in shaping programs and initiatives. The role promotes inclusive and flexible engagement across our health promotion and advocacy work, supporting staff to build confidence, strengthen partnerships, and create opportunities for authentic participation. Working collaboratively with colleagues, communities, and partners, this position champions a culture where lived experience is respected, heard, and embedded in everything we plan, deliver, and evaluate.

KEY RESPONSIBILITY AREAS

Framework Implementation and Coordination

- Lead the implementation of LiverWELL's Lived Experience Engagement Framework across programs and projects.
- Develop, monitor, and report on an annual operational plan to embed the framework in organisational practice.
- Identify and support opportunities for people with lived and living experience to contribute meaningfully across different levels of participation, from consultation to collaboration and co-design.

Capacity Building and Support

- Supporting the capability of staff and partners to engage meaningfully and safely with lived experience communities.
- Support recruitment, onboarding, and development of people with lived experience involved in LiverWELL's work.
- Coordinate and enhance the *Lived Experience Speaker Program* and *Advisory Committees*.

Partnerships and Collaboration

- Strengthen relationships with community organisations and stakeholders to promote inclusive engagement.
- Work collaboratively across LiverWELL teams to ensure lived experience perspectives inform health promotion, advocacy, and communication activities.

Continuous Improvement

- Support evaluation, reflection, and learning activities to improve engagement practices and measure impact.
- Contribute to organisational planning, reporting, and culture-building initiatives that value lived experience.
- Uphold LiverWELL's policies, values, and commitment to equity, inclusion, and confidentiality.

KEY SELECTION CRITERIA

Essential

- Demonstrated experience designing, facilitating or coordinating engagement initiatives with people with lived and living experience or other priority populations.
- Demonstrated ability to engage effectively with and collaborate with community organisations and health services.
- Proven ability to build respectful, inclusive, and empowering relationships with communities experiencing stigma, discrimination, or disadvantage.
- Strong understanding of safe, ethical, and trauma-informed engagement practices, including privacy and confidentiality obligations.
- Experience implementing frameworks, plans, or strategies that strengthen participation and co-design in health or community settings.
- Excellent communication, facilitation, and relationship-building skills with a range of internal and external stakeholders.
- Highly organised and able to manage multiple priorities while maintaining attention to detail and outcomes.
- Collaborative, creative, and adaptable — able to generate and test ideas that enhance engagement and inclusion.
- Understanding of the impact and complexities of viral hepatitis and chronic liver disease, or a willingness to develop this knowledge.
- Adaptable and responsive to emerging community needs and priorities.

Desirable

- Qualifications in community engagement, community development, health promotion, or a related field, or equivalent experience working in community health, health promotion, or social services.
- Experience supporting lived experience communities or groups, peer programs, or advisory committees.
- Personal lived or living experience of viral hepatitis, liver disease, or other relevant health or social issues.
- Proficient in Microsoft Office and digital collaboration tools.

MANDATORY REQUIREMENTS

- Current Working with Children Check and Police Check (or ability to obtain prior to commencement).
- Successful applicant must have full working rights in Australia.
- Compliance with all public health and workplace safety requirements applicable at the time of employment.

CONDITIONS OF EMPLOYMENT

- This is a part-time (3 days per week) ongoing position.
- Employment is subject to a standard probationary period of four months, during which performance and suitability for the role will be reviewed.

- Some after-hours and regional travel within Victoria may be required for community engagement and events (time-in-lieu arrangements apply).
- Occasional interstate travel may be required for workshops or meetings.
- Salary packaging available in accordance with ATO guidelines.
- Flexible and hybrid working arrangements are supported by agreement with the Manager. Attendance in the office is required on certain days of the week as scheduled by the Manager, in line with the organisation's Work-From-Home Policy.
- A current Victorian driver's licence (or an ability to travel independently for work purposes) is required, unless exempt due to medical or other reasonable circumstances.
- This role is not eligible for visa sponsorship, and LiverWELL is unable to provide letters of support or documentation for visa extensions or renewals.

ORGANISATIONAL POLICIES

All employees are expected to comply with LiverWELL's policies and procedures, including Code of Conduct, Privacy and Confidentiality, Work Health and Safety, Cultural Safety, and Child Safety policies.

EQUAL OPPORTUNITY AND INCLUSION

LiverWELL is committed to diversity, equity, and inclusion in the workplace and is an equal opportunity employer. We particularly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, LGBTQIA+ communities, and people with lived or living experience of viral hepatitis, liver disease, or other relevant health or social circumstances.