



Consumer Engagement Coordinator

Located in Sydney, NSW

Part time – 22.8 hours per week

Contract to 30 June 2022 with possibility of extension, dependent on funding

Salary range from \$67,915 to \$75,253 pro rata (depending on experience) + superannuation contribution + eligibility for salary packaging

The Network of Alcohol and other Drug Agencies (NADA) is the peak organisation for the non government alcohol and other drugs sector in NSW. Our vision is a connected and sustainable sector providing quality evidence based programs to reduce alcohol and drug related harms to NSW communities.

This exciting project will work with non government alcohol and other drugs treatment providers to build their capacity to enable the active participation of consumers to inform the design, delivery and evaluation of treatment services.

This is a designated role for people with a lived experience of alcohol and other drugs treatment. If you have experience of treatment services and can apply the principles of consumer participation in practice, we would like to hear from you. We are also looking for someone with experience in project management or quality improvement initiatives, as well as the capacity to support implementation of consumer engagement initiatives in practice. The successful candidate for this position will have good organisational and administrative skills, possess strong written and verbal communication skills, and have the ability to engage with a diverse range of stakeholders.

NADA strongly encourages applications from diverse community groups including Aboriginal and Torres Strait Islander people, people who identify as gender and sexuality diverse communities, people with a disability and people from culturally and linguistically diverse backgrounds.

Contact **Michelle Ridley** michelle@nada.org.au or ph. 02 8113 1306 for more information.

Please forward all applications to maricar@nada.org.au with email subject heading 'Consumer Engagement Coordinator application'.

LINK TO POSITION DESCRIPTION

Project Coordinator

Located in Sydney, NSW

Full time – 38 hours per week

Contract to 30 June 2022 with possibility of extension, dependent on funding

Salary range from \$67,915 to \$75,253 pro rata (depending on experience) + superannuation contribution + eligibility for salary packaging

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for non government alcohol and other drugs services in NSW. We advocate for, strengthen and support the sector. As a member driven peak body, NADA's decisions and actions are informed by the experiences, knowledge and concerns of its membership.

This exciting position will play a key role in supporting and implementing projects for the non government alcohol and other drugs sector. If you have demonstrated experience implementing projects, have excellent analytical skills and the ability to engage with a diverse range of stakeholders we would like to hear from you. The successful candidate for this position will have highly organised administrative skills, sound computer skills and possess strong written and verbal communication skills.

NADA strongly encourages applications from diverse community groups including Aboriginal and Torres Strait Islander people, people who identify as gender and sexuality diverse communities, people with a disability and people from culturally and linguistically diverse backgrounds.

Contact **Michelle Ridley** michelle@nada.org.au or ph. 02 8113 1306 for more information.

Please forward all applications to maricar@nada.org.au with email subject heading 'NADA Project Coordinator application'.

LINK TO POSITION DESCRIPTION

Project Support Officer

Located in Sydney, NSW

Part-time – 22.8 hours per week

Contract to 30 June 2022 with possibility of extension, dependent on funding

Salary range from \$56,287 to \$ 62,368 pro rata (depending on experience) + superannuation contribution + eligibility for salary packaging

The Network of Alcohol and other Drugs Agencies (NADA) is the peak organisation for non government alcohol and other drugs services in NSW. We advocate for, strengthen and support the sector. As a member driven peak body, NADA's decisions and actions are informed by the experiences, knowledge and concerns of its membership.

This exciting position will assist the organisation in coordinating member travel and grants administration, event and webinar support and other project administrative support services. If you have demonstrated experience in project/or grants management we would like to hear from you.

The successful candidate for this position will have highly organised administrative skills, possess strong written and verbal communication skills, excellent time management skills and the ability to engage with a diverse range of stakeholders.

NADA strongly encourages applications from diverse community groups including Aboriginal and Torres Strait Islander people, people who identify as gender and sexuality diverse communities, people with a disability and people from culturally and linguistically diverse backgrounds.

Contact **Tata de Jesus** tata@nada.org.au or ph. 02 8113 1308 for more information.

Please forward all applications to maricar@nada.org.au with email subject heading 'NADA Project Support Officer application'.

LINK TO POSITION DESCRIPTION

For the above positions all applicants must:

- Provide a cover letter as part of their application
- Address the essential criteria, detailing how they best meet the criteria
- Provide a curriculum vitae with references.

Applications for all positions close 11:59pm Wednesday 10 February 2021

Guide to Applying for NADA Positions