

Tandem Participation Register – Call out for Expressions of Interest (EOI)

Lived Experience Leadership Strategy Project – Project Role – July to August 2023

***Lived and living experience engagement opportunity with Tandem
Victoria Government funded project in partnership with Tandem, VMIAC, SHARC and Harm
Reduction Victoria***

System Reform Project Overview and Purpose

[The Royal Commission into Victoria’s Mental Health System](#) (the RC) found that the mental health system has failed to serve the needs of consumers and their families, carers and supporters through poor access, high rates of coercion and a narrow range of hospital-based and clinical services. The RC highlighted lived experience-led service delivery and partnership in decision making across the mental health system as a key strategy for reform. Among its recommendations were lived experience leadership in the Mental Health and Wellbeing Division, Victorian Collaborative Centre, the Regional Boards and the Mental Health and Wellbeing Commission; new lived experience-led agencies and services; lived experience workforce development; and system wide leadership.

In response, the Mental Health and Wellbeing Division (MHWD) established the Lived Experience Branch with 24 staff (most of whom have lived experience) and three designated leadership roles (Executive Director, Director Consumer, and Director Carer). The Branch promotes the perspectives and interests of consumers and families through policy, lived experience workforce development, the implementation of lived experience-led reform initiatives, and internal advice to the Division.

This project will support the response to Recommendations 28 and 30 – system-wide roles for the participation and involvement of consumers and of carers, families and supporters. It will also incorporate lived experience workforce and bring together the narrative and recommendations on lived experience workforce, partnerships and leadership from the Royal Commission report. The major deliverable is a lived experience leadership strategy and implementation plan.

Project funding has been awarded to support the relevant lived experience peaks (VMIAC, Tandem, SHARC and Harm Reduction Victoria) to contribute to the project through their involvement with the Project Control Group (PCG) and to provide expertise and guidance to the providers of multiple deliverables that will inform and develop the strategy. This includes a literature review, an analysis of the Royal Commission report; a report on organisational supports for lived experience workforce, leadership and partnership; support for coordination and development of the strategy from a consultancy and engagement of lived experiences experts.

Project Role Description – Summary

Tandem are seeking expressions of interest from individuals with previous, demonstrated experience in similar short-term project roles.

Marie Piu, Tandem CEO is currently leading the Tandem Project, and is a member of the Project Control Group (PCG) made up of representatives from the relevant lived experience peaks (VMIAC, Tandem, SHARC and Harm Reduction Victoria). The collaboration between the peaks, and the PCG, is currently being coordinated by SHARC.

The Project Role will report directly to Marie Piu. Through the preparation of project findings, reports and other project outputs as required, the Project Role will support Marie's contribution to the fortnightly PCG meetings.

The Project Role will also work collaboratively internally with Tandem staff, such as the Operations, System Reform and Research Teams, and externally with members of the PCG.

The Project Role will require someone who enjoys working autonomously and flexibly, and who can identify and deliver project deliverables within a tight timeframe.

Project Role Description – Recruitment Needs

Tandem are seeking expressions of interest from participants with

- Carer/family/supporter lived or living experience
- Demonstrated, previous experience in short-term project management
- Required skills, attributes and experience including:
 - Predominantly self-directed project work experience – ability to respond to regular project briefings, work collaboratively to identify project deliverables and work primarily autonomously to meet project deliverables
 - Previous experience in research and review – research and document review, strategy development, data analysis, report writing and recommendations
 - Analytical, problem-solving, outcomes-focused
 - Previous experience in codesign – principles and practice – collaborative, inclusive, trauma-informed, people-centred practice
 - Relevant Carer Lived Experience Workforce experience and/or professional or community engagement leadership experience a definite advantage
 - See the ‘PROGRAM ACTIVITIES & METHODOLOGIES’ table on page 4 for more detail

Engagement schedule and format

- Approximately 30 to 40 days of project work to be completed between July and August 2023
- The engagement schedule will be determined by Marie and the individual selected to fill the Project Role, however the schedule may look something like:
 - 1 to 2 scheduled meetings with Marie per week and any ad hoc meetings/communication as needed
 - 3 to 5 days (8 hrs per day) autonomous project work per week
 - Participate in and/or contribute fortnightly reporting to support Marie’s contribution to 1 x Project Control Group (PCG) Meeting per fortnight
- The Project schedule and time commitment may vary from week to week – reasonable flexibility will be greatly desired
- Accessibility/work location note:

- Project meetings will be held online to enable greater participation for Register participants in regional Victoria, and those that are unable to travel
- You will need a computer/laptop, phone, stable internet connection, an email account and access to Microsoft Teams to fully participate
- Tandem would be able to assist in providing internet access at the Tandem Office in Abbotsford if required. Please include any access needs in your EOI or feel free to contact the Tandem Participation Register Coordinator to discuss – phone 03 8803 5555 or email mhcregister@tandemcarers.org.au

PROGRAM ACTIVITIES & METHODOLOGIES

Please note the following activity summary and indicative timelines outline the total Project time commitment, to be shared amongst various Project Roles. The time commitment for this Project Role will be less than indicated here. See 'Engagement schedule and format' on page 3 for Project Role-specific detail

| Key activities | Deliverables | Timeline |
|--|--|------------------|
| Membership to PCG | Attend and prepare for fortnightly PCG meetings as per project plan | ½ day each meet |
| Project plan | Review of project plan including plan for environmental scan | ½ day |
| Literature review – lived experience leadership | Review and endorse plan for literature review and draft and final literature review report | 2 weeks -10 days |
| Analysis of the Royal Commission Report – Lived Experience, Leadership Partnership and Workforce | Review and endorse plan for analysis and draft and final report | 2 weeks -10 days |
| Review deliverables of the LE leadership strategy | Review, provide advice for draft strategy content including analysis of data and recommendations | 1 month |
| Final strategy | Review, feedback and endorsement | ½ day |

Remuneration

- Remuneration commensurate with responsibilities – daily rate to be provided upon request

Expression of interest period close date/time:

- 10am, Thursday 22 June 2023

Next steps – How to Express your Interest as a Tandem Participation

Register member:

Step 1

- *If you're not a Tandem Participation Register member, please find out more about eligibility to join the Register and complete the Online Application form to join: tandemcarers.org.au/register*
- ***Please note: You're welcome to submit an Expression of Interest (EOI) to participate in your first engagement opportunity without joining the Register***
- *If you're selected to participate in this engagement, we'll contact you to capture your payment details, give you an overview on the how the Register works, and discuss the option to join the Tandem Participation Register for future engagement opportunities*

Step 2

Please send your brief Expression of Interest (EOI) with subject line **Lived Experience Leadership Strategy Project – Project Role** in a reply email to mhcregister@tandemcarers.org.au by **10am, Thursday 22 June 2023 including your response to questions 1 to 9 below/overleaf:**

1. Your full name*
2. Your preferred pronouns (he/him - she/her - they/them)*
3. Your age*
4. Your email address*
5. Your phone number*
6. Your current availability to the commit the indicative engagement schedule between July and August 2023
 - *See 'Engagement schedule and format' on pages 3 - 4 for more detail*
7. A few words (1 to 2 pages) about why you would like to contribute this project?
 - *Please refer to 'Project Role Description – Summary' and 'Project Role Description – Recruitment needs' on pages 2 - 3*
8. Optional inclusion: Please attach of copy of your current CV/Resume'
9. Optional inclusion: Intersectional identity/diverse communities*
 - *If you and the person you support are happy to share, please let us know if you or they, personally identify with any intersectional identities or communities including: First Nations peoples, culturally and linguistically diverse (CALD) communities (let us know your cultural background), LGBTQIA+, non-binary, and gender diverse communities, Disability/All Abilities communities, Neurodiverse communities, and any other community group not listed here.*

**Personal information and privacy notes: Your expression of interest including your full name, email address, phone number, basic demographic data and optional intersectional identity information will be stored in secure folder with limited access within Tandem's electronic record system*

Accessibility, safety, and support

The Tandem Register aims to provide positive, safe and meaningful engagement opportunities. Tandem recognise that contributing lived/living experience insights to projects can be challenging, as it prompts participants and facilitators to reflect on our own experiences in the mental health system. We encourage all Tandem Register members to make the most of the support available through the Tandem Participation Register, at any stage throughout (before, during and after) the engagement process:

- **Accessibility**
 - The format of these engagement opportunities will be held online to enable greater participation for Register participants in regional Victoria, and those that cannot travel due to illness, injury, disability or/or caring responsibilities
 - You will need a computer/laptop, phone, stable internet connection, an email account and access to Microsoft Teams to fully participate
 - Tandem would be able to assist in providing internet access at the Tandem Office in Abbotsford if required. Please include any access needs in your EOI or feel free to contact the Tandem Participation Register Coordinator to discuss – phone 03 8803 5555 or email mhcregister@tandemcarers.org.au
- **Support**
 - Internal Tandem support to suit your needs will be arranged in consultation with the selected participant. Optional, 1:1 support can also be provided Tandem Register Team. For example, regular 1:1 debriefing sessions can be scheduled (20 to 45 minutes over Zoom or phone) throughout the length of the engagement
 - Tandem members are also encouraged to contact the [1800 Tandem Support and Referral Line](https://www.tandemcarers.org.au/1800-support-and-referral) Monday to Friday, 9am and 5pm – please visit our website or refer the final page of this document for more detail

Contact

If you have any questions about this Register lived and living experience engagement opportunity, please contact the Tandem Participation Register Coordinator:

Elissa Stanovic | Phone (03) 8803 5555 | Email mhcregister@tandemcarers.org.au

Support Reminder – Tandem Support and Referral Line - 1800 314 325

The Tandem Support and Referral Line provides support, information and referral to the family members, friends and carers of people living with mental health challenges

Tandem encourages all Register members to use this service

You can call us for free between 9am-5pm, Monday to Friday, to:

- **Speak with someone who understands your situation**
- **Seek general advice, advocacy and information on services to meet your needs**
- **Seek support with NDIS access and plan issues**

Please note that we are not a crisis service. If you or someone else may be at risk of suicide please contact: Lifeline [13 11 14](tel:131114) - Suicide Helpline [1300 651 251](tel:1300651251) - Kid's Help Line [1800 55 1800](tel:1800551800)

Who can call the Tandem Support and Referral Line?

Family members or friends who are supporting a person with mental health issues are eligible to use Tandem's Support and Referral Service.

If you are a [Tandem member](#) (in addition to Register membership), you also have access to individual advocacy, support and referral through an Advisor. This may include:

- Assisting family and friends to understand their rights and responsibilities under relevant legislation and service policies and procedures;
- Empowering members to advocate effectively on their own behalf; and
- Providing family and friends with appropriate referrals.

Family and friends can access this support and referral service by becoming a [member](#) of Tandem.

The Advisor can advise on the use of the [Nominated Persons and Advance Statement](#) components of the Mental Health Act.

More information

Visit: [Support and Referral Line \(tandemcarers.org.au\)](https://tandemcarers.org.au) | Call [1800 314 325](tel:1800314325)

Email info@tandemcarers.org.au