



# The Loop Australia

Role title	Project Officer
Role kind	Part time
Hours	Four days per week (30 hours / week)
Award	SCHADS Award Level 4.1
Location	<i>Melbourne</i>
Timing	<i>Project concludes June 2026</i>
Reports to	The Loop Australia Victoria Drug Checking Director

## About The Loop Australia

The Loop Australia is a not-for-profit organisation established in 2018 to develop the sustainable provision of drug checking services in Australia. We are a sister organisation to The Loop UK which formed in 2013 and has provided drug checking for the public since 2016. The Loop Australia has been a mostly volunteer-based organisation, with teams of chemists, health professionals and researchers based in Victoria, New South Wales and Queensland.

The Loop Australia Vision: A safer society where everyone can access accurate, timely, and relevant information to make more informed decisions about drugs.

The Loop Australia Mission: Deliver a world-class drug checking service and disseminate information about drugs to individuals, service providers and policy makers.

## Background

In 2024, the Victorian Health Minister announced the Victorian Government's support for the delivery of drug checking services. Victoria Health sought invitations from service providers to deliver services from both fixed locations and mobile locations (e.g. music festivals). A partnership led by Youth Support and Advocacy (YSAS) in partnership with Harm Reduction Victoria (HRVic), Melbourne Health (MH), Youth Projects (YP) and The Loop Australia (TLA) were successful and have been contracted to deliver the service. Service delivery commenced in Melbourne in December 2024, and will provide drug checking services at 10 festivals or events through the 18 month trial, and a fixed site being established Mid-2025. The contract end date is June 2026.



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## Position Overview

The project officer role provides essential administrative and program support to the Drug Checking Director (DCD) to coordinate TLA's role in delivering the Drug Checking service (DCS) in Victoria, including governance and operational support (e.g. acting as secretariat to relevant committees, supporting staff recruitment, onboarding, rostering and tracking workforce training and compliance with requirements set out in the regulations). This role will also be responsible for managing day-to-day operational logistics including purchasing consumables and equipment, under guidance of the Chemistry Lead and Drug Checking Director. This role will also be expected to provide support for onsite events where the DCS is running, as well as the fixed site service. The project officer will work alongside a multidisciplinary team including people with lived experience of drug use, chemists and other health and harm reduction workers.

Duties and responsibilities of Project Officer include:

- **Meeting Secretariat**  
Set up meetings, create agendas (in liaison with the meeting chair), take minutes and circulate. This includes but would not be limited to:
  - The Project Governance Group (PGG)
  - The Chemistry Advisory committee (CAC)
  - The drug checking advisory group (DCAG)
- **Recruitment and training**  
Support the DCD in the recruitment, onboarding and training of operational staff responsible for service delivery, ensuring they are equipped to perform duties efficiently and safely.
- **Rosters and timesheets**  
Create rosters for the DCS events and fixed site. Liaise with staff regarding rostering and timesheets. Ensure timesheets for all staff have been completed and actioned in time for payments. Support the follow up on pay queries
- **Event coordination**  
Support the DCD in planning and coordinating events that the DCS will attend
- **Fixed site coordination**  
Support the DCD in planning and coordinating the set up, roll out and ongoing service delivery of the fixed site
- **Purchasing and finance**  
Assist accounts receivable and payable. Stock take and order stationery, PPE/uniform and general office supplies  
Manage petty cash, credit card transactions and reimbursements  
Receive invoices and coordinate approval of invoices for payment
- **Policy, procedures and process**  
Assist in creation of relevant documents and track due dates for review. Assist with audits and reviews as required
- **Accreditation**  
Assist in organising documentation relating to accreditation processes
- **Systems**



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Manage and administer internal information and communication systems (e.g. Slack, Google Drive, CRM, whatsapp)

- **Additional tasks**
  - General admin and clerical duties including data entry as well as scanning, photocopying, filing, proof-reading, completing forms, updating/creating spreadsheets
  - Assistance in report writing and other documentation
  - Assistance in writing grant applications
  - Responding to public enquiries
  - Other tasks as directed

## Hours

- Part time up to four days per week
- There may be some shifts that extend to early evenings or weekends
- The position must be based in Melbourne and will predominantly be a work from home role

## Qualifications, skills and experience

- You're a skilled professional with a proven ability to support leaders in a dynamic environment.
  - relevant four year degree with one years relevant experience or
  - three year degree with two years of relevant experience or
  - associate diploma with relevant experience or
  - lesser formal qualifications with substantial years of relevant experience
- High level of computer proficiency including MS Office suite. Experience with contemporary IT and communications systems
- High level of attention to detail.
- Excellent written and verbal communication skills
- Ability to manage own workload, work under pressure, identify priorities and meet deadlines.
- Understanding and commitment to client confidentiality and privacy principles.
- Ability to work well within a team
- Ability to work under direction while maintaining initiative, and ability to follow through with all tasks – accountable and reliable
- Ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks
- Proficient organizational skills.
- Experience in non-government organisations and / or community organising
- Hold a current "C" class drivers licence

## Desirable

- Direct practice experience in alcohol and other drug treatment / harm reduction settings
- Current first aid certificate
- Current CPR certificate

## Key Selection Criteria

- 1) Experience working in and delivering projects in alcohol and other drug programs
- 2) Highly developed communication skills including engaging with diverse clients and stakeholders



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- 3) Experience using contemporary data collection systems
- 4) Experience in identifying, developing and improving processes and systems
- 5) Experience in providing high level administrative support

## Guiding Principles and values

The Loop requires all staff and volunteers to commit to the following principles and values.

### Guiding principles:

- We collaborate towards shared goals
- Our services are informed by the people we serve
- We learn by generating, reviewing and applying evidence
- We work efficiently and adapt as situations change
- We do what's possible while working towards our vision

### Values:

- Integrity
- Excellence
- Empowerment
- Inclusivity

**To apply for this role please send an email to [admin@theloop.org.au](mailto:admin@theloop.org.au) with the subject heading 'Victoria Project Officer'. Please include:**

- An overview of your qualifications and experience
- A one to two page statement that addresses the five key selection criteria
- A copy of your current CV

You can contact Sarah on [sarah@theloop.org.au](mailto:sarah@theloop.org.au) with questions about the role.