



## THE LOOP AUSTRALIA

<b>Role title</b>	<i>Communications Convener</i>
<b>Role kind</b>	<i>Volunteer 2 hours per week</i>
<b>Location</b>	<i>N/A</i>
<b>Reports to</b>	<i>Isabelle Volpe, Communications Lead</i>

### 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 welfare, harm reduction and testing at nightclubs, festivals and other events since 2013, and drug checking for the public since 2016. The Loop Australia is a mostly volunteer-based organisation, with teams of chemists, health professionals and researchers based in Victoria, New South Wales and Queensland.

### Loop Mission Statement

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

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

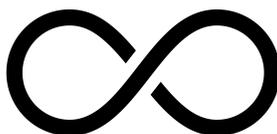
**Purpose of Communications Convener:** co-ordinate and convene the Communications Team.

### Duties and responsibilities of Communications Convener

- Coordinate monthly meetings, including sending calendar invites, reminding team members, developing agenda and recording minutes
- Monitor and delegate communications task requests from other parts of the organisation
- Provide feedback and input into national inter-action group meetings
- Facilitate collaboration between Communications team and other action groups (including international collaborations with our sister organisation, The Loop UK)

### Time commitment

- 2 hours per week including 1x monthly Communications Team meeting and 1x monthly inter-action group meeting



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### **Skills required**

- Highly organised
- Experience leading or coordinating a team is desirable (but not required)

### **Guiding Principles and values**

The Loop requires all 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

#### **Diversity:**

We encourage applications from people who have lived experience of drug use. We also encourage First Nations people, people with a disability, LGBTIQ+ and other sexuality, gender and bodily diverse people and people from culturally and linguistically diverse backgrounds to apply. We are committed to removing barriers for people from these communities, so let us know if there's something we can do to make it more possible for you to apply by confidentially contacting [cam@theloop.org.au](mailto:cam@theloop.org.au)

### **To Apply**

#### **To apply for this role please send:**

- An email that includes:
  - An overview of your qualifications and experience
  - A short explanation as to why you would like to volunteer
  - A copy of your current CV

**To Cam at [cam@theloop.org.au](mailto:cam@theloop.org.au) with the subject heading 'Communications Convener'**

You can also contact Cam on the address above with questions about the role.