**Applying for a Position**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to appoint is based on the applicant’s written application, performance at interview, referees check, Criminal Record Check and/or Working with Children Check. Please note that the records checks will only be required on offer of employment and will only be conducted at the end of the recruitment process once you have been identified as the successful candidate and consented to the checks.

### The Job Advertisement

The job advertisement and the position description provide the basis for the selection process as they specify precisely the selection criteria, competencies and experience needed to satisfactorily perform the duties of the position.

### Preparing an Application

Your written application must stand on its merits. Do not assume that the selection panel knows what you have achieved in the past. If you do not demonstrate how you meet the criteria for the position you will not be called for an interview.

The completeness and relevance of your application will determine whether or not you are called for an interview. Where a large number of applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview.

There are three (3) steps to preparing an application:

1. Complete an ACON Employment Application Form (available at <http://www.acon.org.au/about-acon/jobs>) and attach it with your application.
2. Address all of the “Selection Criteria” as outlined in the following position description. You are required to state how your skills, knowledge, experience and qualifications relate to the position. To do this, address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area. Applicants who fail to demonstrate that they meet the requirements of the position will not be invited to attend an interview.
3. Attach an updated copy of your resume, including the contact details of three referees, one of which may be a personal referee.

Please note that it is not necessary to send in copies of your qualifications, references or awards at this time.

#### Where to Send Your Application

You must forward your application to ACON by the closing date stated in the advertisement.

Email: vacancy@acon.org.au

Postal: Human Resources Unit

PO Box 350

Darlinghurst NSW 1300

If you are sending your application by email please ensure that it is in Microsoft Word format.

**After Applying for a Position**

If you have applied via email, you will be sent a return email confirming that your application has been successfully received. Your application will then be reviewed and we will contact you directly to discuss your application. If you are successful in gaining an interview, the hiring manager will contact you by telephone to arrange a suitable date and time for the interview. Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion.

**Working at ACON**

Employment at ACON is defined within the terms and conditions of the *AIDS Council of NSW Inc Enterprise Agreement – 2008-2010*.

[Click here to download the ACON Enterprise Agreement](http://www.acon.org.au/wp-content/uploads/2015/12/14515105_final_agreement_updated_dec_2015_rates-1.pdf)

**Position Title:** Community Health Promotion Officer, Regional Outreach Service

**Work Level:** Operational

**Reports to:** Team Leader, Regional Outreach Service

**Position Overview**

Planning and delivering health promotion and community development responses for people with HIV (PWH) and lesbian, gay, bisexual, transgender and intersex (LGBTI) communities in the Southern Region. This position involves frequent travel within regional and rural NSW.

**Main Activities**

* Targeted health promotion, community development and engagement activities with PWH and LGBTI communities and individuals to support informed health decisions.
* Delivery of peer education in partnership with community based organisations, Local Health Districts and other relevant stakeholders in order to implement ACON’s statewide HIV prevention and other LGBTI health promotion activities.
* Coordinate LGBTI and HIV education outreach at community events. This includes the supply of safe sex equipment and ACON’s campaign materials.
* Implement a range of online outreach activities, including maintaining a social media presence, engaging in health promotion across other online mediums accessed by ACON’s communities and coordinating the distribution of resources
* Act as a gateway by making appropriate referrals to relevant ACON statewide services, Local Health Districts or other service providers.
* Maintain and strengthen partnerships between ACON and service provider partners, community businesses, venues, organisations and events.
* Advocacy with mainstream and community based services accessed by ACON’s communities.
* Contribute to administrative and team activities to ensure the smooth operation of ACON Regional Outreach Service.
* Maintain accurate records of outreach project activities including monitoring the effectiveness of project work, monitoring project budgets and assisting with the development of new budgets.
* Set priorities, plan and organise work and contribute to strategic planning.
* Actively participate in and contribute to an ongoing process of supervision, team meetings, quality improvement and professional development.
* Perform other related duties as requested by the Manager (or designate).

**Selection Criteria:**

**Essential:**

* Demonstrated experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
* Demonstrated understanding of sexual and general health issues and the information needs of gay men and LGBTI community health.
* Proven ability to plan and undertake health promotion outreach activities across a wide geographical area and to provide appropriate client referrals as required.
* Ability to meet deadlines when working independently or remotely, in particular when there are competing demands and timeframes.
* High level interpersonal skills including excellent written and oral communication skills.
* Demonstrated high level skills in the management of a range of internal and external stakeholder relationships and a proven ability to respond appropriately to competing demands and interests.
* Understanding of and commitment to ACON’s rural and regional communities, particularly people with HIV.
* A current NSW driver’s licence and ability to travel frequently.

**Desirable**

* Qualifications or are willingness to obtain qualifications in adult education, health promotion and/or a Cert IV in Workplace Assessment and Training.

**Additional Information**

This is a full time (35 hours/week).

The salary range for this position is $49,792.00 - $52,618.00 pro rata per annum plus superannuation and leave loading. You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

For further information regarding this position, please contact Shannon Wright on 02 9206 2000.

Applications close 5pm 12 September 2016.