**ACON is here to improve the health of the LGBTI community.**

**Why work for ACON?**

ACON is an inclusive employer offering a colourful, nurturing and fun workplace.

Diversity and inclusion are at the core of who we are, they are strengths that we celebrate and demonstrate through our workforce and the delivery of all of our programs and services.

Our staff and volunteers are the foundation for our ongoing effectiveness and we are committed to their professional development and engagement. Our philosophy is “Employability for Life.” We don’t just help you excel at this job, we also help to build capabilities that support your future career development.

In addition, we offer flexible working arrangements and generous array of entitlements above and beyond the National Employment Standards (NES) including:

1. an **extra week of paid leave** to be taken during our Christmas and New Year’s shutdown period
2. **12 days of paid personal leave** per year (10 days under NES)
3. **3 months Long Service Leave of at 10 years of service** (2 months at 10 years under NES)
4. **Five days of paid bereavement/compassionate leave** (2 days under NES)
5. **12 weeks paid parental leave** in addition to the government arrangement
6. **Paid Additional Health Care Leave** for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave).
7. **Option to purchase additional Annual Leave** beyond the 4weeks mandated
8. **Education Leave** by negotiation
9. **Employee Assistance Program (EAP)** - Access to a comprehensive counselling service free to employees
10. **Salary Packaging** up to $30,000 gross up value (ie currently up to $15,899 tax free)

**How do I apply?**

You only need to email us three documents in MS-Word or PDF format at [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

**1) An ACON Application Form**

*You can download this at www.acon.org.au*

**2) Your Cover Letter**

*You should use your cover letter to tell us how you meet each of the Selection Criteria in the Position Description. Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.*

**3) Your Resume**

*Tell us about your previous employment and your education. Be sure to include:*

* *Your* ***Name*** *and* ***Contact details***
* *Your* ***Education*** *including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.*
* *Your* ***Work Experience*** *including jobs, internships, and volunteer work. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.*

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations or examples of previous work that you might need to bring with you.

**4) Offer**

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 make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-2 business days acknowledging receipt of your application. Your application will then be reviewed and we will contact you within 1-2 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel 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. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion. Don’t get discouraged if you do not get an interview - you can always apply again when we have another job that catches your eye!

If interviewed, you will be informed of your interview outcome within 5 working days; however this may vary depending on the number of applicants.

**Position Title:** Associate Director, LGBTI Programming and Development

**Work Level:** Senior Manager

**Reports to**

Director, Community Health and Regional Services

**Supervises**

Up to six staff members and volunteers

**Position Overview**

This position develops and manages ACON’s LGBTI Programs including, but not limited to, Mental Health initiatives, Alcohol and Other Drugs, Ageing, Domestic and Family Violence, Community Safety and Social Inclusion.

**Main Activities**

1. Leadership in developing and implementing:
   * Client-focused harm reduction peer drug and alcohol services, including Needle and Syringe Programs and as well as health promotion programs and initiatives for ACON’s communities.
   * Innovative and effective community safety and social inclusion programs aimed at reducing rates of homophobic, transphobic, domestic and family violence to improve the safety of our communities.
   * Health promotion and social inclusivity projects for the LGBTI ageing population.
   * Mental health promotion initiatives and programs that allow LGBTI people to take control of their mental health
   * Represent ACON and participate in capacity building initiatives designed to build and increase the awareness, knowledge and skills of other providers in the sector to provide services that are inclusive of the needs of their LGBTI clients
   * Grow the evidence base for programs and participate in sector research and policy initiatives within program areas

* Act as the Director, Community Health and Regional Services as required.
* Manage the development, implementation, evaluation and monitoring of the unit activities and outputs to achieve established goals and objectives in line with the ACON and unit business plans.
* Identify and act on opportunities for improvement of existing programs/services and new opportunities for growth and funding.
* Actively contribute to the development and implementation of organisational policy, particularly within your areas of responsibility and accountability.
* Ensuring that the unit complies with Senior Leadership Team directives, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures.
* Regularly monitor and analyse data, identify risks and opportunities and provide recommendations to address issues in an appropriate and timely manner.
* Manage all physical, financial and human resources of the unit in accordance with unit business plans and budgets.
* Manage, support, train and evaluate staff including volunteers
* Continually build and enhance partnerships with agencies and external service providers to ensure effective responses to community issues.
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria:**

## Essential:

* Demonstrated high-level management skills including project management, financial management, human resource management, and the ability to effectively lead and build teams.
* Demonstrated experience and a successful track record of programmatic management of health programs and services including the development, implementation and evaluation of harm reduction and peer education programs within a community organisation context.
* Practical and conceptual skills in harm reduction, peer education and health promotion and high level experience in effective policy development implementation and evaluation in two or more of the following areas; alcohol and other drugs, mental health, domestic and family violence or ageing
* Demonstrated understanding of the NGO funding environment in NSW and Australia and the ability to exploit the same to improve and expand ACON’s services and reach.
* Proven ability to establish and sustain effective relationships and partnerships with other organisations and services, both government and non-government, coupled with a sound understanding of the workings of Commonwealth, State/Territory and Local governments, as well as the health sector.
* Superior interpersonal, communication, negotiation and liaison skills combined with sound judgement, diplomacy and strategic ability.
* Proven ability to organise, administer, prioritise and meet deadlines, in particular when there are competing demands and contracted timeframes and the requirement to delegate.
* Understanding of and commitment to ACON’s communities, particularly people living with HIV.

## Desirable

* Tertiary qualification in public health or a related field.
* A demonstrated working knowledge of the community-based health programs, their services and systems and strong working relationships within these sectors.
* Current NSW driver’s license.

**Additional Information**

This is a full time position (38 hours/week) offered on a three year contract.

The salary range for this position is negotiable commensurate with skills and experience 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 Sarah Lambert, Director, Community Health and Regional Services, on 02 9206 2000.

Applications close 5pm Wednesday, 26 September 2018.