**ACON is here to improve the health of the LGBTIQ 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. a **35 hour working week** (38 hours per week under NES);
2. an **extra week of paid leave** to be taken during our Christmas and New Year’s shutdown period
3. **12 days of paid personal leave** per year (10 days under NES)
4. **3 months Long Service Leave of at 10 years of service** (2 months at 10 years under NES)
5. **Five days of paid bereavement/compassionate leave** (2 days under NES)
6. **12 weeks paid parental leave** in addition to the government arrangement
7. **Paid Additional Health Care Leave** for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave).
8. **Option to purchase additional Annual Leave** beyond the 4weeks mandated
9. **Education Leave of up to 112 hours** per annum
10. **Severance pay** in excess of the NES, in the case of redundancy.
11. **Salary Packaging** up to $30,000 gross up value (ie currently up to $15,899 tax free)
12. **Employee Assistance Program (EAP)** - Access to a comprehensive counselling service free to employees

For more details about working at ACON, click [here](http://www.acon.org.au/wp-content/uploads/2015/12/14515105_final_agreement_updated_dec_2015_rates-1.pdf) to download the ACON Enterprise Agreement.

**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/jobs*](https://www.acon.org.au/wp-content/uploads/2018/08/ACON_Employment-Application-Form.pdf)

**2) Your Cover Letter outlining your Claim against the Selection Criteria**

*Tell us how you meet each of the Selection Criteria in the Position Description in detail.*

*Address all of the Selection Criteria as outlined in the following 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.*

*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 do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.*

**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:** Coordinator, LGBTIQ Women’s Health Projects

**Work Level:** Professional

**Reports to**

Manager, Community Partnerships and Population Programs

**Supervises**

1 Direct Report – LGBTIQ Cancer Programs Officer

**Position Overview**

Coordinate the state-wide delivery of ACON’s health promotion with LGBTIQ women with particular focus on program activity and strategic development, ensuring that ACON responds appropriately to community need. Ensure that ACON delivers a range of initiatives including peer education, social marketing, community development, communication strategies, online promotion activities and resource development.

**Main Activities**

* Working in collaboration with project staff and key stakeholders, design, implement and evaluate health promotion and community development activities to address sexual health and broader health and social issues relevant to LGBTIQ women including:
  + Initiate, develop and evaluate responses to the sexual and other health issues facing LGBTIQ women by developing partnerships, monitoring research, seeking grants and strengthening community awareness.
* Design, implement, evaluate and acquit a funded one-year peer education and leadership program for young LGBTIQ women.
* Design, implement and coordinate community participation in the Bi-Annual Sydney Women and Sexual Health (SWASH) survey including data collection and provide analysis.
* As required, organise, develop and run the annual LGBTIQ Women’s Health Conference with other staff (including event management tasks, project management, partnership development, sponsorship and programming).
* Develop and maintain ACON’s relationships with a range of external stakeholders in the health sector and in the community to build health promotion partnerships and build capacity to respond effectively to the sexual and other health needs of LGBTIQ women.
* Track, deliver and acquit ACON’s commitments under funding contracts.
* Seek opportunities to promote ACON’s work with women and strengthen its sustainability through grants and creating mutually beneficial community partnerships.
* Increase collaboration and connection within and across ACON’s programs and regions, specifically those relevant to women, in order to strengthen the reach and effectiveness of projects.
* Coordinate the administration of the Project including supervision of staff (including seasonal casuals), volunteers, budgeting, planning, collecting appropriate project data, reporting and evaluation in cooperation with relevant management.
* 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 understanding of, and commitment to, the health and wellbeing of ACON’s communities, particularly LGBTIQ women.
* High level stakeholder management skills and ability to form strong relationships with internal and external stakeholders, including experience in developing new and existing partnerships.
* Proven experience and high level skills in project and budget management, including human and other resources management.
* Demonstrated experience in working both within a project team and independently.
* High level interpersonal skills including excellent written, presentation and oral communication skills.
* Demonstrated experience and skill in the use of social media and other online tools and strategies, including knowledge and expertise in how to utilise these tools to build and strengthen community engagement in health promotion.
* Demonstrated high level experience in the development, implementation and evaluation of social and community engagement health promotion and peer education programs within a community organisation context.
* Demonstrated capacity to read and interpret relevant research, epidemiological and behavioural data.

**Desirable**

* Relevant qualifications in social science, health, adult education, community development or a related field.
* Current NSW driver’s licence.

**Additional Information**

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

The salary range for this position is $71,429 - $80,960 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 Mish Sparks on 02 9206 2000.

Applications close 5pm Monday, 8 October 2018.