**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. 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:

**1) An ACON Application Form**

*You can download this at* [*https://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:** Manager, Community Partnerships & Population Programs

**Work Level:** Manager

**Reports to**

Deputy CEO

**Supervises**

3-8 Staff (4 direct reports)

**Position Overview**

This position is an important leadership position within the NSW HIV and LGBTIQ health promotion sector. The occupant of the position must have a keen understanding of the strategic context within which ACON operates – being NSW’s largest and leading HIV and LGBTI health promotion organisation - with demonstrated ability in business development including program expansion and implementation. They must also have a well-developed understanding of HIV and Sexual Health and the populations ACON serves.

More specifically, the position has direct leadership responsibility for the development and management of key partnerships with a wide range of groups in NSW including government and non-government funders, particularly of HIV, STI and Cancer-related health promotion work, as well as key unfunded stakeholder organisations including LGBTIQ social, sporting and advocacy groups, and the artistic and creative community.

Together with the Deputy CEO and other Managers in the Division, the Manager, Community Partnerships & Population Programs has significant responsibilities for working with the community to achieve results against ACON’s Strategic Plan and other key organisational strategies in line with the priorities of our government funders.

The HIV and Sexual Health Division aims to reduce HIV and STI transmissions by providing programs that strengthen gay and other homosexually active men’s understanding of sexual health, focussing on HIV prevention. The Manager, Community Partnerships & Population Programs plays a leading role to ensure ACON effectively engages with key sub-populations.

This dynamic role involves delivering a range of sexual health and broader LGBTIQ health promotion initiatives and programs in the context of key community and population groups, with a clear focus on enhancing and coordinating ACON’s deliverables to improve the health of our communities.

**Main Activities**

* Capacity to think and act strategically, form and maintain partnerships and act in senior roles as required.
* Lead and manage the development, expansion, implementation, evaluation and monitoring of unit activities to achieve established goals and objectives in line with Ministry of Health KPIs and other key funding contracts including ACON and unit business plans.
* Identify and act on opportunities for improvement of existing programs/services and new opportunities for engagement, growth and/or funding.
* Lead the development and implementation of strategic HIV, sexual health and other partnership engagement strategies including community partners, venues, sector stakeholders and people of influence.
* Ensure ACON derives strong value from its partnership with key groups linked to the NSW LGBTIQ community, with a view to ensure ACON’s work engages with community to improve sexual health and wellbeing.
* Lead the development and implementation of partnerships and population level health promotion HIV and sexual health services and programs to ACON’s communities including:
	+ Gay and other homosexually active Asian men and other men from a CALD background;
	+ Aboriginal and Torres Strait Islander gay and other homosexually active men and sistergirls;
	+ LGBTIQ women; and
	+ LGLBTIQ populations based in the Western Sydney area.
* Manage, inspire and motivate staff working to progress and evaluate high quality HIV, sexual health and LGBTIQ health projects to continue to innovate and engage with ACON’s communities.
* Oversee staff’s management, support, training and retention of volunteers and volunteer-based initiatives.
* As required, represent ACON at relevant forums, reference groups, inter-agencies and other committees as discussed with the Deputy CEO.
* Make a significant contribution to building ACON’s reputation in the health sector.
* When required, deputise for the Director, HIV/Sexual Health as a member of the ACON Senior Leadership Team.
* Ensure members of the Unit are updated on Divisional issues, engaged in regular team communication and are supported to deliver on work priorities that align to strategic priorities.
* Manage all physical, financial and human resources of the unit in accordance with unit plans and budgets.
* Regularly monitor and analyse data, identify risks and opportunities and provide recommendations to address issues in an appropriate and timely manner.
* Oversee specific bespoke research including literature reviews, environmental scans and community consultations.
* Assist in the creation of media statements, public messages, speeches and other community engagement activities relevant to the Unit’s work.
* Actively contribute to the development and implementation of organisational policy, particularly within your area(s) of responsibility and accountability.
* Ensuring that the unit complies with Senior Management Team directives, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures.
* 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 as requested by the Deputy CEO or CEO.

**Selection Criteria:**

## Essential:

* Demonstrated understanding, experience and skill in the development and maintenance of strategically important partnerships – preferably in a community and/or health sector context.
* Demonstrated understanding and experience in the development, implementation and evaluation of community development, health promotion, peer education programs and/or community management - preferably within a community organisation context.
* High level and demonstrated management skills including project management, financial management, human resource management, and planning
* Superior interpersonal and stakeholder management skills, including excellent written and verbal presentation skills, and demonstrated experience in culturally appropriate, diplomatic and effective liaison with stakeholders at all levels.
* Experience and demonstrated capacity in the effective leadership and management of people – including work teams and volunteers.
* Experience and skill in the development and management of contracts, including acquittal and reporting requirements.
* Strong planning and evaluation skills, including the capacity to analyse data and interpret and apply research or evaluation findings
* Understanding of and commitment to ACON’s communities and the value of community engagement.

## Desirable

* Relevant qualifications in social science, health promotion, adult education, community development or a related field.
* Demonstrated understanding of current developments in HIV and sexual health epidemiology, prevention, treatment and care.
* Demonstrated knowledge of ACON community development work including with a range of populations and settings.
* Current NSW Drivers Licence.

**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 Matthew Vaughan, Acting Director, HIV and Sexual Health, on 02 9206 2000.

Applications close 5pm Monday, 8 October 2018.