**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:

**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:** Program Manager, Pride in Health & Wellbeing

**Work Level:** Manager

**Reports to**

Director, Pride Inclusion Programs

**Direct Reports**

This position does not have any direct reports.

**Position Overview**

Pride in Health & Wellbeing is one of three programs within ACON’s Pride Inclusion suite of programs. This is the newest program and as a result this role provides significant career opportunities for a highly engaged, autonomous and proactive professional in not only developing the program throughout its early years but in growing its reach and impact in Australia.

This position will work closely with the Director of ACON’s Pride Inclusion Programs and other staff across ACON to support health and wellbeing service providers with all aspects of LGBTI inclusive service provision. As this is a new program within ACON, this position has a strong focus on business development while undertaking proactive relationship management, provision of consulting advice and the production of resource materials.

**Main Activities**

* Proactively build and enhance strategic relationships with members and key stakeholders to ensure value, ongoing satisfaction & engagement with the program.
* Assist member organisations to develop strategic plans for inclusion aligned to best practice and the Pride in Health Index.
* Increase membership and build sponsorships via targeted canvassing of health and wellbeing organisations.
* Develop resource materials for member distribution, hold roundtables for the discussion of best practice and deliver WebEx sessions to member employees to build awareness and education.
* Develop a thorough understanding of the research on the health disparities of LGBTI people, challenges accessing health and wellbeing services and current programs and practices to help reduce this.
* Look for opportunities to speak at events, conferences or write on the topic of inclusion in health and wellbeing service provision.
* Participate in Pride in Health + Wellbeing advisory meetings providing updates on program development and delivery as required.
* Maintain the Pride in Health + Wellbeing Facebook page and Twitter feed with a solid understanding and adherence to ACON’s social media policy.
* Assist, promote and engage with divisional benchmarking tools, awards events and Pride in Health + Wellbeing elements of the Pride in Practice conference.
* Work with ACON staff within other divisions to ensure an understanding of all services provided and to enable effective and frequent lead generation.
* Manage the development, implementation, evaluation and monitoring of individual activities and outputs to achieve established goals and objectives in line with the divisional business plans. Report activity on a monthly basis.
* Participate in divisional team meetings, programmatic management meetings, marking of annual index submissions and other divisional events as and when required.

**Selection Criteria:**

## **Essential**:

* Business development, sales or *start-up* experience with proven ability to secure funding, sponsorships and pro-bono support.
* Experience in writing and executing strategies.
* Proactive relationship management skills
* An excellent understanding of the Australian Health Care System.
* Ability to write professional publications or resource materials including but not limited to publications, executive summaries, papers, blogs and industry articles
* Training and public speaking experience
* Superior verbal and written communication and presentation skills with high attention to detail.
* Ability to diplomatically and effectively liaise with a diverse group of people at varying levels of seniority.
* Exceptional people and service delivery skills with the ability to deal with difficult situations diplomatically.
* Ability to work comfortably in a fast-paced, constantly changing environment where jobs may overlap and team collaboration and engagement is essential.
* Ability to travel nationally on a semi-regular basis.

## **Desirable:**

* Change management skills
* Experience in strategic diversity & inclusion strategy development or change initiatives
* 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. 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 Dawn Hough, Director, ACON’s Pride Inclusion Programs, on 02 9206 2189.

**Applications close midnight Sunday, 18 November 2018.**