**We create opportunities for people in our communities to live their healthiest lives.**

**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) **with access to 6 weeks at 5 years of service**
5. **Five days of paid compassionate leave** (2 days under NES)
6. **14 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 70 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:

**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:** Sales Account Assistant, Pride Training

**Work Level:** Operational

**Reports to**

Manager Training Services Development

**Supervises**

N/A

**Position Overview**

Responsible for supporting the execution of strategies set by the Manager of Training Services Development through the performance of general sales activities including provision of superior client service and following up potential clients to maximize sales and margins while maintaining optimal relationship with stakeholders. This position will support and promote the **Pride Training** brand.

**Main Activities**

* Handle all training inquiries and develop client proposals in a timely manner with accuracy.
* Develop and maintain tracking processes and systems to monitor and analyse sales by product and client.
* Follow up with key stakeholders and potential clients as required to support business development initiatives, funding opportunities and new areas of growth.
* Support the branding, marketing and communications planning for ACON’s training initiatives actively promoting offerings and generating business.
* Input client data and pull reports into and from a customer relationship management tool.
* Perform background research on client accounts, prospects, competitors and industry trends.
* Assist to the administration needs of the public training menu suite (face-to-face and online) assisting in registration, liaising with clients on training logistics and evaluation follow-up.
* Maintain appropriate and timely statistics, administrative records and written reports.
* 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 the Manager (or designate).

**Selection Criteria:**

**Essential**

* Ability to work collaboratively with a wide range of internal and external clients and stakeholders
* Sound analytical skills and understanding of program evaluation and monitoring techniques and processes, including experience in working with data collection systems and generating reports.
* Ability to develop new systems, policies and procedures.
* Demonstrated high level skill and experience in developing planning processes, templates and documents, and co-ordinating business planning.
* Excellent written and verbal communication skills including experience in proposal writing and presentation skills as well as the ability to adapt information to the targeted audience.
* Demonstrated ability to be flexible, responsive and organised including the ability to manage multiple tasks successfully.
* Understanding of and commitment to ACON’s communities, particularly people living with HIV.

**Desirable**

* Knowledge of the role of ACON and other HIV and LGBTI health services
* Experience with customer relationship management tools like Salesforce.

**Additional Information**

This is a part-time position (55 hours per fortnight) offered on a 12-month contract and is based in Sydney.

The annual full-time equivalent salary for this position is $60,643 (pro-rata) 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 Joseph Lonn on 02 9206 2000.

Applications close 5pm Monday, 27 January 2020.