

A GUIDE FOR JOB APPLICANTS

ACON is Australia's largest health organisation specialising in community health, inclusion, and HIV responses for people of diverse sexualities and genders.



Cancer Programs Support Officer, ACON Cancer Screening and Prevention

This is an exciting opportunity for an independent and highly motivated individual with excellent time management and project management experience to thrive.

The role involves project and event management, health promotion resource development, community engagement, communication strategies and peer education activities.

ACON's Cancer Screening and Prevention team is looking for a committed, innovative and organised individual to assist with the development of targeted LGBTQ health promotion campaigns and resources, community engagement activities and on-going admin duties.

Our new Cancer Programs Support Officer will have excellent writing skills, a strong track record in time management and experience in aspects of project and event management. Our successful candidate will like to have several projects moving at the same time.

This is a fast-paced, varied and rewarding role for a person with an interest in campaign development and health promotion. This is a part-time role offered on a 12-month contract.

We strongly encourage Aboriginal and Torres Strait Islander women and women of colour from LGBTQ communities to apply.

For more information about the role please contact, Megan Baiocchi, Manager, Community Partnerships and Population Programs at mbaiocchi@acon.org.au or on 9206 2000.

Applications close 5pm, Sunday 16 May 2021.

ACON is an EEO employer and encourages people with HIV, and Aboriginal and Torres Strait Islander people in particular, to apply.

www.acon.org.au

Working at ACON

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver leading practice services to our communities.

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

- Salary Packaging up to \$30,000 gross up value (i.e. currently up to \$15,899 tax free)
- Generous leave entitlements include:
 - An extra week of paid leave to be taken during our Christmas and New Year’s shutdown period;
 - 12 days of paid personal leave per year (10 days under NES);
 - 14 weeks paid parental leave in addition to the government arrangement;
 - Paid Additional Health Care Leave for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave),
 - Education Leave of up to 70 hours per annum.
- Employee Assistance Program (EAP) - access to a comprehensive counselling service free to employees

How do I apply?

You must email us the following three documents in MS-Word or PDF format to vacancy@acon.org.au:

1) An ACON Application Form

You can download this at www.acon.org.au/jobs

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.

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, please address each criterion 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:

1. Your **Name** and **Contact details**

2. 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.
3. Your **Work Experience** including jobs, internships, and volunteer work.

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 1-3 business days acknowledging receipt of your application. After the closing date of the vacancy, your application will then be reviewed, and we will contact to inform you of the result of the recruitment within 4-8 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.

Position Description

Position Title: Cancer Programs Support Officer (Part time, 14 hours per week)
Work Level: Operational (1)

Reports to

Manager, Community Partnership and Populations Programs

Supervises

N/A

Position Overview

The Cancer Programs Support Officer will support delivery of health promotion projects focused on cancer including:

- Bowel screening – Contribute to an increase in screening participation for the National Bowel Screening Program through target campaigns and community engagement.
- Healthy lifestyles - Promote smoking cessation and alcohol reduction for LGBTQ communities in NSW.
- Breast screening – Contribute to an increase in screening participation for breast screening among eligible LGBTQ people in NSW.
- Cervical screening – contribute to an increase in screening participation for cervical screening among eligible LGBTQ people in NSW.

The role involves supporting the Cancer Programs Officer in delivering ACON's cancer screening and prevention work. Aspects of event management, health promotion content development, community engagement, communication plans and peer education and outreach activities will be required.

Main Activities

- Under guidance of the Manager, Community Partnership and Populations Programs maintain partnerships with relevant funders and stakeholders to support ongoing collaboration.
- Assist in the planning, scheduling, delivering and evaluating of activities and outputs of your project(s) to achieve established goals and objectives in line with the ACON Business Plan and relevant funding requirements.
- Provide support to the Cancer Programs Officer in the planning, designing and delivery of community cancer awareness campaigns.
- Support in building and enhancing partnerships with key individuals, communities, and community groups to further engage these in the promotion and championing of your project(s).
- Create and maintain strong and sustainable networks with target populations within the LGBTQ communities in NSW, working with ACON staff, including rural and regional areas.
- Maintain appropriate administrative records and written reports.
- Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

- Actively participate in and contribute to unit meetings, team meetings, general staff meetings as requested by Manager.
- Occasional evening and weekend work may be a requirement.

Selection Criteria:

Essential

1. Proven ability to organise, prioritise and meet deadlines, in particular when there are competing demands and contracted timeframes, and strong administration and organisational skills.
2. Demonstrated ability to engage with a range of internal and external stakeholders, including community groups and health services.
3. Excellent communications skills, both written and verbal, and the ability to compose reports and documents clearly and concisely.
4. Understanding of and commitment to ACON's communities, particularly lesbian, bisexual and queer women and other LGBTIQ people.

Desirable

1. Experience creating campaigns and/ or engagement strategies (including face to face and online) is highly desirable
2. Professional qualifications or equivalent work experience in health, welfare, human services, arts services, online engagement or a related field.
3. Experience with back-end website platforms (e.g. Squarespace, WordPress)