

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.



Community Health Promotion Officer - Multicultural Engagement and Community Development Sydney

ACON is seeking a committed and passionate Community Health Promotion Officer to support ACON's commitment to engaging and empowering LGBTQ communities and community members and staff from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and LGBTQ people of colour.

- This is a unique opportunity to make a significant contribution to the health of LGBTQ multicultural communities and people in NSW and provide leadership in this area of health.

ACON is Australia's largest organisation specialising in community health, inclusion, and HIV responses for people of diverse sexualities and genders. We provide a range of services designed to improve the health and wellbeing of our communities.

Strategically placed within the HIV and Sexual Health Division, this role will work across ACON, providing insight from lived expertise and work experience to inform and support ACON campaigns, health promotion programs, and services to better engage LGBTQ community members from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and LGBTQ people of colour. Furthermore, this role will support ACON in delivering culturally safe and relevant programs across Greater Western Sydney. This will help enable improved access to health services, community connection, and increased health literacy – which are shown to support increased HIV and STI testing uptake, reduce HIV transmission and lead to improved health and wellbeing. Key to the success of this role will be the ability to work across multiple projects and divisions within ACON and develop new relationships and partnership with LGBTQ.

This is a great opportunity to work alongside ACON's Manager, Community Partnerships, Peer Education and Population Programs to grow ACON's portfolio and work within the multicultural sector.

ACON is committed to providing our people with opportunities for professional development and growth, a safe, fun, and flexible work environment, and the scope to deliver innovative community health programs and services.

Salary: \$65,737 – \$72,214 (gross) plus superannuation and leave loading, 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.

Location: Sydney

This position is fulltime (35 hours per week) with a 3-year fixed term contract.

For more information about the role, please contact:

Tim Wark, Manager Community Partnerships, Peer Education and Population Programs,
Twark@acon.org.au.

All applications must include:

1. a completed ACON application form;
2. a document addressing the selection criteria (max. 3 pages); and
3. your resume (max. 2 pages)

Applications close 1 November 2021

ACON is an EEO employer. As part of our commitment to creating a diverse and inclusive workplace, people with HIV, and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

www.acon.org.au

Position Description

Position Title: Community Health Promotion Officer - Multicultural Engagement and Community Development

Work Level: Operational

Reports to: Manager, Community Partnerships, Peer Education and Population Programs

Position Overview

ACON's *Multicultural Engagement Plan* outlines ACON's commitment to engaging and empowering LGBTQ community members and staff from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and people of colour.

Strategically placed within the HIV and Sexual Health Division, this role will work across ACON, providing insight from lived expertise and work experience to inform and support ACON campaigns, health promotion programs, and services to better engage LGBTQ community members from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and LGBTQ people of colour. Furthermore, this role will support ACON in delivering culturally safe and relevant programs across Greater Western Sydney. This will help enable improved access to health services, community connection, and increased health literacy – which are shown to support increased HIV and STI testing uptake, reduce HIV transmission and lead to improved health and wellbeing.

Key to the success of this role will be the ability to work across multiple projects and divisions within ACON and develop new relationships and partnership with LGBTQ communities from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and LGBTQ communities of colour.

Main Activities

1. Support the development and implementation of funded Ministry of Health Key Performance Indicators and multicultural engagement and community development projects.
 - Running workshops, programs, initiatives, and events for LGBTQ people from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and LGBTQ people of colour across NSW and especially Western Sydney.
 - Developing, delivering, and evaluating a range of activities including online health promotion activities, forums, events and other health education resources, aimed at reducing stigma and increasing sexual health literacy and the uptake of sexual health testing, treatment and prevention services.
 - Providing volunteers with the skills, knowledge base and support to facilitate community development among LGBTQ communities from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and people of colour.
 - Deliver key engagement activities to support multicultural LGBTQ communities and community leaders in Greater Western Sydney

2. Support the design, delivery, implementation and evaluation of recourses, programs, initiatives, and services listed as recommendations in *ACON's Multicultural Engagement Plan*.
3. Develop and strengthen stakeholder and community relationships and partnerships, including referral pathways, services providers, and supporting community leaders.
4. Cooperate with ACON staff and community stakeholders in developing, accessing, and modifying program outputs to meet the needs of LGBTQ people from culturally, linguistically, and ethnically diverse, migrant and refugee backgrounds and LGBTQ people of colour.
5. Support the development of policy discussion papers and grant submissions on health-related issues of importance to LGBTQ people from culturally, linguistically, and ethnically diverse, migrant and refugee backgrounds and LGBTQ people of colour.
6. Maintain appropriate and timely statistics, administrative records, and written reports.
7. Support the content creation and maintenance of Rainbow Cultures website, as applicable and directed.
8. Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
9. Support ACON's sexual health testing initiatives, including the provision of rapid HIV tests
10. Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

Selection Criteria:

Essential:

1. Demonstrated understanding of the general health, support and information needs of NSW LGBTQ communities from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds and people of colour.
2. Relevant qualification or demonstrated experience in health promotion and/or community development or associated fields and/or demonstrated depth of successful experience in working with LGBTQ communities from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds and people of colour.
3. Highly developed written skills with the ability to develop health project proposals and grant applications.
4. Proven experience in peer group facilitation and training and/or public speaking.
5. Proven experience in event management
6. Highly developed oral, organisational, and interpersonal skills, with demonstrated experience in community engagement and development.
7. Demonstrated ability to network with a range of stakeholders, including health professionals, researchers, volunteers, community leaders, management and other relevant organisations.

Desirable

1. A current NSW driver's licence.
2. Experience in digital communications and social media management/engagement and an understanding of content management systems, would be beneficial.
3. Experience working on website design platforms.

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. 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. If you are not selected for an interview, you will receive an email informing you that your application was not successful on this occasion.