**Digital Engagement Officer – Multicultural Engagement & Community Development**

This is a great opportunity for a person with digital engagement skills and a passion for supporting multicultural LGBTQ communities looking for a flexible position in a small team in the community health sector.

* *Part-time 8-month position, 2 days (14 hours) per week, Surry Hills Sydney.*
* *Work to improve the health and wellbeing of LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.*
* *Apply your digital engagement skills to train and support the next multicultural LGBTQ community leaders.*

**The Role**

We are looking for an enthusiastic Digital Engagement Officer who is passionate about applying their digital skills to support multicultural LGBTQ communities and groups. This position will support the development, delivery and evaluation of an exciting training program for multicultural LGBTQ community leaders to develop their digital engagement skills to grow and connect their communities, run engaging online events, and promote resilience strategies to racism.

Key to the success of this role is the ability to connect and empower LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

**The Multicultural Engagement and Community Development Team:**

ACON’s Multicultural Engagement and Community Development Team is responsible for implementing the deliverables outlined in ACON’s Multicultural Engagement Plan to increase health equity, health outcomes, inclusion and leadership opportunities for LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

**The role’s responsibilities:**

* Support the development, implementation and evaluation of a digital training program for LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.
* Plan, schedule, deliver and evaluate community development and health promotion activities, programs, events and resources to achieve established goals and objectives in line with ACON’s Strategy.
* Continually build and enhance partnerships with LGBTQ people and communities from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

**Salary:**

$72,008 per annum pro rata, total remuneration package which includes 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.

**Location**:

*This position is located at the ACON Sydney Surry Hills Office.*

*All applications must include:*

1. *a completed ACON application form;*
2. *a document addressing BOTH the essential and desirable selection criteria; and*
3. *your resume.*

*Please download the Job Application Guide at* [*https://www.acon.org.au/about-acon/jobs/*](https://www.acon.org.au/about-acon/jobs/)

**For more information about this position, you can text, call, or email:**

1. **Tim Wark,** Manager Community Partnerships, Peer Education and Population Programs, on 0421 620 028 or [twark@acon.org.au](mailto:twark@acon.org.au)
2. **Loc Nguyen,** Community Health Promotion Officer, Multicultural Engagement & Community Development, on [lnguyen@acon.org.au](mailto:lnguyen@acon.org.au)

**Applications close Monday 25 April 2022.**

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](http://www.acon.org.au/)

**Position Description**

**Position Title:**  **Digital Engagement Officer – Multicultural Engagement & Community Development**

**Work Level:**  **Operational**

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

**Supervises**  **N/A**

**Position Overview**

This Digital Engagement Officer will apply their digital skills to support multicultural LGBTQ communities and groups. This position will support the development, delivery and evaluation of an exciting training program for multicultural LGBTQ community leaders to develop their digital engagement skills to grow and connect their communities, run engaging online events, and promote resilience strategies to racism.

Key to the success of this role is the ability to connect and empower LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

**Main Activities**

* Support the development, implementation and evaluation of a digital training program for LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.
* Plan, schedule, deliver and evaluate community development and health promotion activities, programs, events and resources to achieve established goals and objectives in line with the ACON Business Plan and Multicultural Engagement Plan.
* Identify client’s needs and provide appropriate support or referral.
* Continually build and enhance partnerships with LGBTQ people and communities from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.
* Cooperate with ACON staff, community stakeholders and clients in developing, assessing and modifying this project to meet the needs of LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.
* Support, train and evaluate volunteer workers.
* Maintaining 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 your supervisor (or designate).

**Selection Criteria:**

**Essential**

1. Demonstrates a wide understanding of and/or lived experience around the specific health and community development needs of LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour in NSW.
2. Demonstrated experience in digital communications, social media management and creating online engagement strategies.
3. Understanding of and commitment to ACON’s communities.
4. Experience in peer group facilitator, training, and/or public speaking.
5. Good communication skills, including written and verbal with the ability to adapt communication styles depending on the audience, in particular, those from culturally, linguistically and ethnically diverse backgrounds.
6. Experience in peer group facilitator, training, and/or public speaking.
7. Applicants must provide evidence of Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

**Desirable**

1. A current NSW driver’s license.
2. Qualifications or experience in health, welfare, human services arts services, online engagement or a related field.
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](mailto: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.

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.