**Project Officer, Cancer Program**

* *Full time position, 35 hours per week, great location in Surry Hills Sydney*
* *Unique opportunity to make a significant contribution to the health of LGBTQ+ people in NSW and provide leadership in this area of health*
* *Join a small passionate team in an organisation well respected and engaged by the LGBTQ+ community*

**The Role**

This is potentially the only position of its kind in Australia; a unique opportunity to combine your skills and experience of cancer control with your connection with the LGBTQ community to support ACON’s cancer screening and prevention programs. We’re looking for a health promotion or health education professional who has proven experience of successfully managing projects and is skilled at building and maintaining partnerships with stakeholders. Your ability to create and develop strong connections with target populations and a flair for social media and/or digital experience will not go unnoticed.

**Cancer Program ‘Can We’**

‘Can We’ is ACON’s new cancer screening and prevention brand, which encompasses all our cancer awareness, prevention and screening activities for LGBTQ communities. Our stakeholder and community relationships associated with this work are excellent, and we are well regarded for the work we do to improve health professional’s understanding, and inclusivity, of LGBTQ people in cancer programs, services and referral pathways.

**The role’s responsibilities:**

* With guidance, maintain partnerships with relevant funders, internal and external stakeholders to support ongoing collaboration and long-term partnerships.
* With guidance, plan, schedule, deliver and evaluate activities and outputs of ACON’s Cancer Program project(s) in line with established goals, key performance indicators and business plan objectives and funding requirements.
* In collaboration with other ACON staff, key contractors and our communities – plan, design, and implement community cancer awareness campaigns.

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:** $72K-$74K (gross salary) plus superannuation and leave loading, commensurate with skills and experience.

**Location:**

This position is located at the ACON Sydney Surry Hills Office

This position is full time, 35 hours per week, offered on a 3-year fixed term contract.

For more information about the role, please contact Karen Price, Deputy CEO at kprice@acon.org.au or 0427 192 721.

If you think this is the job you have been looking for, find out how to apply at [www.acon.org.au/jobs](http://www.acon.org.au/jobs).

*All applications must include:*

1. *a completed* [*ACON application form*](https://www.acon.org.au/wp-content/uploads/2021/09/ACONEmploymentApplicationForm-2021.pdf)*;*
2. *a document addressing BOTH the essential and desirable selection criteria (max 4 pages); and*
3. *your resume (max 3 pages).*

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

**Applications close 5pm Tuesday 26 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:** Project Officer – ACON Cancer Program

**Work Level:** Operational

**Reports to** ACON Cancer Program Manager

**Supervises** N/A

**Position Overview**

This position requires a committed and passionate individual to support the design, planning, delivery and evaluation of health promotion projects under the ACON’s ‘Can We’ brand that focus on cancer awareness, prevention and screening. You’ll work closely with the Cancer Program Manager and Deputy CEO to build on the foundations of our work and to become a future leader in this innovative health area.

You’ll need to be organised, creative and have strong interpersonal skill to manage contracts, campaigns and relationships across LGBTQ communities, health professionals and stakeholders. The portfolio of work includes campaigns and community engagement events broadly across LGBTQ communities as well as targeted approaches for lesbian, bisexual and queer women and inclusion of all people (cis or trans) for breast and cervical cancer screening. You’ll also work to improve health professionals’ understanding of LGBTQ peoples increased cancer risk and the inclusivity of mainstream programs, services and referral pathways.

**Main Activities**

* With guidance from the Deputy CEO and Manager, Cancer Programs – maintain partnerships with relevant funders, internal and external stakeholders to support ongoing collaboration and long-term partnerships.
* With guidance from the Manager, plan, schedule, deliver and evaluate activities and outputs of ACON’s Cancer Program project(s) in line with established goals, key performance indicators and objectives in line with the ACON Business Plan and relevant funding requirements.
* In collaboration with other ACON staff, key contractors and our communities – plan, design, and implement community cancer awareness campaigns.
* Continually build and enhance partnerships with key individuals, communities, and community groups to further engage these in the promotion and championing of ACON’s Cancer Program project(s).
* Contribute to the growth and strength of ACON’s Cancer Program by understanding and building strategic partnerships and relationships, alongside the Deputy CEO and Manager of ACON’s Cancer Program.
* Create and maintain strong and sustainable networks with target populations within the LGBTQ community in NSW, working with other ACON staff to include rural and regional areas.
* Contribute to effective grant management processes including data collection, evaluation and timely reporting.
* Provide support, if required, to ACON’s cervical cancer screening work via ACON’s CheckOUT clinic and campaign: <https://canwe.org.au/staying-healthy/cervical-screening/>
* Maintain appropriate and timely statistics, administrative records and written reports.
* Work collaboratively with other ACON staff and stakeholders to increase evidence-based understanding of LGBTQ health issues and risks to inform the promotion of appropriate primary prevention approaches.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).
* Actively contribute to the success of the HIV and Sexual Health Division and ACON by participating in unit meetings, team meetings, general staff meetings, organisational wide planning and professional development opportunities.

**Selection Criteria:**

## **Essential**

1. Experience or qualifications in health promotion, health/peer education, community services/engagement, public policy and/or the not-for-profit sector.
2. Experience in managing projects including timelines, approvals, stakeholder management, collecting data, keeping records, and evaluation.
3. Familiarity and experience in managing digital communication, social media channels and creating digital content.
4. Demonstrated ability to engage with a range of internal and external stakeholders, including community groups, health services/ health professionals and/or funding bodies.
5. Strong administration and organisational skills, including the ability to manage multiple tasks/ projects at one time.
6. Excellent communications skills, both written and verbal, and the ability to compose reports and documents clearly and concisely.
7. Understanding of and commitment to ACON’s communities, particularly lesbians, bisexual and queer women, as well as all LGBTQ people.
8. Applicants must provide evidence of Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

**Desirable**

1. Experience in communicating health messages in health promotion contexts, including experience in creating health campaigns, engagement strategies and social media and social marketing collateral and strategies.
2. Professional qualifications or equivalent work experience in health, welfare, human services, arts services, online engagement, management or a related field.
3. Experience working in cancer control, particularly cancer prevention (tobacco control or alcohol risk reduction) or cancer screening programs.
4. Experience using Adobe Creative suite to design digital artwork.
5. Current Australian driver’s licence.

**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](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.