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| **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 | ACON-RGB |

**DEPUTY DIRECTOR, PRIDE IN DIVERSITY**

* Two-year initial contract
* Drive C-Suite Engagement across the Pride in Diversity Programs working with CEO’s, Executive and Government Leaders to embed executive support, engagement and commitment to inclusion. Co-facilitate engagement with Patrons, Advisory Group and Executive Allies
* Work with the Senior PID Leader for People to deliver on national growth, member engagement, retention and visibility in addition to people development and the identification of value-add initiatives and workstreams
* Actively participate in the division’s leadership team, providing thought leadership and expertise in terms of strategy, sustainability and diversification.
* Act up in Director role as required

**The Organisation**

ACON’s Pride Inclusion Programs comprises three national not-for-profit membership-based support programs that drive LGBTQ inclusion: Australian Workplaces (Pride in Diversity), Australian Sport (Pride in Sport) and Australian Health, Human Services and Wellbeing services (Pride in Health + Wellbeing). In addition to the provision of subject matter expertise and support, the three programs are equally responsible for assessing and driving best practice in Australia via a comprehensive suite of evidence based benchmarking tools and surveys (AWEI, PSI, HWEI).

The division has staff members in Sydney, Melbourne, Perth, Queensland and seeks to expand representation in other states. It sits within Australia’s largest LGBTQ health organisation supported by extensive expertise in all aspects of community health and wellbeing.

**The Role**

We require an experienced executive with a passion for growth and executive engagement to expand the program’s membership nationally, increase profile and visibility, provide governance for all strategic initiatives and work with the Director to engage & retain high levels of communication with C-suite leaders, executive, patrons, and key stakeholders.

As a member of the Division’s leadership team, the incumbent will also have an opportunity to provide thought leadership and expertise in matters pertaining to divisional growth, sustainability, and strategy. This role works closely with the Senior Leader for People, Pride in Diversity to deliver against program outcomes, grow the program and its people.

**Apply Now**

This is a full time position (38 hours/week) on a 2 year contract and based in Surry Hills.

For more information about the role, please contact Director, ACON’s Pride Inclusion Programs, Dawn Emsen-Hough, on 0409 887 212

**Application Process**

For more information about the role, the selection criteria and how to apply, please refer to the Job Application Guide Application Pack available at <https://www.acon.org.au/about-acon/jobs/>.

All applications must include:

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

Applications for this position close 5pm Saturday, 27th August 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

**Position Title:** Deputy Director Pride in Diversity

**Work Level:** Deputy Director

**Reports to**

Director, ACON Pride Inclusion Programs

**Direct Reports**

This position currently has nil direct reports and one shared assistant.

**About Pride Inclusion Programs**

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**Key Responsibilities**

Key responsibilities for the role include:

* Actively growing membership across all states
* Actively engaging with CEO’s / C-Suite / Executive Allies to build on reputation as trusted advisor across Corporate and Public sector organisations
* Working closely with Patrons, Advisory and Executive Allies
* Working with Senior Leader for People on joint deliverables of identifying future strategic initiatives and workstreams along with the development of RM’s through development activities and succession planning
* Participating in the Divisional Leadership Group to provide ongoing thought leadership in terms of revenue growth, sustainability, and strategic direction across all programs
* Participating in, and contributing to all divisional activity including awards events, conferences, index marking, team development
* Stepping into Director Role when required

**DETAILED BREAKDOWN**

**Grow Membership**

* Actively source and engage with non-members to build membership nationally
* Actively seek to build visibility and profile of Pride in Diversity
* Take the lead on working with state governments to promote and initiate whole of Government strategies in terms of membership and engagement

**Grow CEO/C-Suite/Exec Engagement**

* Chair Pride In Diversity’s Advisory Group
* Jointly work with Pride in Diversity Patrons, CEO’s, C-suite leaders, and Key Stakeholders across the program. Engage and consult to drive leading practice, thought leadership and currency
* Co-Chair Pride in Diversity’s Executive Allies forum providing subject matter expertise and guidance as required
* Co-Chair Pride in Diversity’s CEO Summit annually
* Provide Executive Education and Conference Keynotes as required
* Build engagement with Executive Leadership within member organisations, Executive Sponsors and Allies
* Build on existing, and develop new relationships with Executive across membership and beyond, growing national reputation as trusted advisor

**Grow PID offerings, deliverables for member value-add**

* Work with Senior Leader, People to identify future strategic initiatives and value-add workstreams
* Provide governance for and deliver against all Pride in Diversity Strategic Initiatives
* Seek partnerships, sponsorships and pro bono support that can contribute to Pride in Diversity strategic initiative deliverables
* Analyse offerings of peer organisations both nationally and internationally, seek opportunities to increase value-add, collaboration and thought leadership.

**Develop our Skillset (Relationship Managers)**

* Seek pro-bono opportunities with leaders to present to Relationship Managers, building on existing skillsets and developing new
* Work with Senior Leader, People to design development and succession plans for the Relationship Managers

**Leadership and Acting Director Role**

* Take a leadership role in critical areas such as FOI requests, media, international engagement
* Participate in the Divisional Leadership Group to provide ongoing thought leadership in terms of revenue growth, sustainability, and strategic direction across all programs
* Become familiar with, and able to speak to all Pride Inclusion Program providing mentorship to Health and Sports teams as required
* Actively participate in, and contribute to divisional events such as index marking, conference, awards events
* Step into Acting Director Role as and when required

**Selection Criteria:**

**Essential**

* Proven executive level / leadership experience in business
* Proven experience in strategy development AND successful execution of aligned work streams
* Strong results-oriented mindset with the ability to work both autonomously and collaboratively with a team
* Ability to grow a business, secure leads and develop trusted relationships
* Confidence and experience in extensive networking enabling representation of all programs across a diverse range of settings.
* A understanding of the LGBTQ community and in particular challenges faced by LGBTQ people within the workplace, sport and/or health + wellbeing settings
* Proven track record of effective communications, may include strategy documents, whitepapers, panels, conference speeches, media engagement and/or delivery of education or information sessions to senior leadership teams / boards
* Ability to work comfortably in a fast-paced, constantly changing environment where jobs may overlap, and team collaboration and engagement is essential.
* A disciplined, decisive, and yet agile approach to executing your leadership role.
* Applicants must provide evidence of Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

**Desirable**

* Working knowledge of Pride in Diversity and associated indices
* An inherent professional curiosity which has led to new opportunity identification; rapid comprehension of stakeholder organisations and industries as well as political and social environments in which you have operated.
* Qualifications in business or experience in marketing and/or sales