**TRAINING CONTENT DEVELOPER**

**ACON’s Pride Training Team is seeking a talented Training Content Developer.**

Pride Training is an ACON social enterprise. We are here to improve the health and wellbeing of people from sexuality and gender diverse communities by building the capacity, knowledge, and confidence of clients to deliver inclusive and affirming practices and services.

We are looking for an experienced and passionate person to research, develop and write training content on a range of topics related to our LGBTQ+ people and communities. The role requires:

* knowledge of the sexuality and gender diverse community
* knowledge of learning solutions which appeal to learners and complement their learning styles with consideration of adult learning principles and best practice learning design
* the ability to work collaboratively with the team, stakeholders, and subject matter experts
* the ability to review and continuously improve work with a great attention to detail

This position is part-time 2 days / 14 hours per week – this could be extended to 4 days / 28 hours per week for the right candidate – for a 12 month contract (with an option to renew).

**Salary**:

The annual salary offered for this position will be commensurate with skills and experience, inclusive of 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 Office. We also have flexible working options with some days in the office and some days at home.

For more information about the role, please contact Kent Hildred, Pride Training Manager at KHildred@acon.org.au.

All applications must include:

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

**Applications close 5pm Wednesday, 30th November 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)

**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.

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| POSITION DESCRIPTION | ACON-RGB |

**Position Title:** Training Content Developer

**Work Level:** Operational

**Reports to**

Manager, Pride Training

**Position Overview**

The position will support content development and the design for Pride Training’s facilitated and eLearning training. ACON Pride Training delivers affirming and inclusive practice training about sexuality and gender diverse communities and people, to a range of organisations. The purpose of this role is to design, develop and evaluate new and existing learning solutions to support ACON’s strategic priorities.

**Main Activities**

* Work collaboratively with your team, stakeholders and subject matter experts to facilitate the design of learning experiences that are innovative and engaging.
* Participate and support co-design process with sexuality and gender diverse communities and people living with HIV, as well as other community engagement strategies.
* Analyse learning needs to design targeted and scalable learning solutions.
* Design blended solutions, appealing to the learner and complementing their learning style by applying adult learning principles and best practice learning design.
* Contribute to the design elements for the development of professional presentations and job aids for a range of internal and external stakeholders, including government bodies and health and wellbeing service providers.
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, review and 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. Demonstrated experience developing high-quality facilitated training content and presentations centred in creative and engaging design.
2. Strong administration and organisational skills, including computer literacy.
3. Sound knowledge of design software, including Canva.
4. Ability to think creatively, identify and explore new training concepts and best practice approaches to support the development of learning initiatives.
5. Excellent interpersonal, customer service and communications skills, both written and verbal, the ability to liaise and negotiate effectively with a variety of diverse stakeholders and capacity to produce professional documents, briefings and reports.
6. Understanding of and commitment to sexuality and gender diverse communities, and people with HIV.
7. Demonstrated ability in community consultation and the ability to represent the organisation in a range of forums.
8. Applicants must provide evidence of double Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

**Desirable**

1. Tertiary qualifications in a relevant field (such as community health/support, health promotion, social sciences, instructional design, education) or equivalent experience.