**Team Leader – LGBTQ+ Women’s Health Programs**

ACON is Australia’s largest health organisation specialising in community health, inclusion, and HIV responses for people of diverse sexualities and genders; and offers a vibrant, inclusive and nurturing workplace.

This is a great opportunity to lead a small team of community engagement and/or health promotion professionals in the development, delivery and evaluation of health promotion programs, services, and initiatives for LGBTQ+ women and their communities.

* *Lead and inspire a small team to improve the health and wellbeing of LGBTQ+ women and communities.*
* *Build meaningful partnerships between ACON and LGBTQ+ community organisations and government agencies that focus on the health and wellbeing of women.*
* *Use your understanding and commitment to work from a strength based and empowerment approach to community engagement and health promotion.*
* *Join a highly motivated and enthusiastic team that delivers health promotion programs and services in a fast-paced work environment.*

**The Role:**

We are looking for an enthusiastic Team Leader to drive the work of the LGBTQ+ Women’s Health Programs team as part of the Community Partnerships and Population Programs unit. It’s a great opportunity for a highly motivated team leader who is passionate about health promotion, peer education and community engagement to lead a small team and drive ACON’s work for LGBTQ+ women and their communities.

**LGBTQ+ Women’s Health Program:**

The LGBTQ+ Women’s Health Program is a state funded team that develops, delivers, and evaluates a range of health promotion programs and initiatives for LGBTQ+ women and their communities, with a particular focus on sexual health, HIV prevention and community engagement.

**We are looking for someone who:**

1. Has a strong connection to and understanding of LGBTQ+ women and their communities.
2. Has a drive to support the health and wellbeing of LGBTQ+ women and their communities in relation, with a particular focus on sexual health, HIV prevention and community engagement.
3. Has professional and/or lived experience, and knowledge in community engagement and/or health promotion in relation to ACON’s communities, particularly:
   * LGBTQ+ women,
   * People of diverse sexualities and genders,
   * Aboriginal and Torres Strait Islander people and communities,
   * Sex workers,
   * People who use drugs,
   * People living with HIV and/or are vulnerable to HIV.
4. Has a passion and drive to lead and inspire a small team of passionate health promotion professionals.
5. Has an understanding and commitment to working from a strength based and empowerment approach to community engagement and health promotion.
6. Has an interest and commitment to building and enhancing ACON’s partnerships with LGBTQ+ women’s community groups and organisations, and government agencies that focus on the health and wellbeing of women.

**Working at ACON:**

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we’re also offering:

* Tailored mentoring opportunities.
* Flexible working arrangements.
* Generous learning and development opportunities.

**Location**: ACON’s Sydney (Surry Hills) Office.

**Salary**: $92,029 - $107,730 (*total remuneration package including superannuation and leave loading*) – commensurate with skills, qualifications, and experience.

**Hours:** Full-time, 5-Days a Week (*70 hours per fortnight*) on a 2-year fixed term contract (with possibility of extension).

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

* Salary Packaging up to $30,000 gross up value (i.e., currently up to $15,899 tax free).
* Generous pro-rata leave entitlements – including up to an extra week of paid leave for full time employees to be taken during our Christmas and New Year’s shutdown period.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

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

* Tim Wark, Manager Community Partnerships and Population Programs, on 0421 620 028 or [twark@acon.org.au](mailto:twark@acon.org.au).
* Matthew Vaughan, Director HIV and Sexual Health, on 0428 969 545 or [MVaughan@acon.org.au](mailto:MVaughan@acon.org.au).
* OR … call us to arrange a chat at an ACON office or at a local coffee shop.

If this sounds like the position and organisation you’ve been looking for, find out how to apply at www.acon.org.au/jobs.

All applications must include:

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

**Applications close: Monday 12 June 2023**

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 Title:** Team Leader – LGBTQ+ Women’s Health Programs

**Work Level:** Team Leader

**Reports To:**  Manager Community Partnerships and Population Programs

**Direct Reports:**  A small specialist team (1- 4 employees)

Project Volunteers (community members)

**Position Overview**

This position is responsible for leading a small team to ensure the development, delivery, and evaluation of a range health promotion programs, resources, and initiatives for LGBTQ women in NSW. Key to the success of this role will be the ability to develop new partnerships and relationships through community engagement and establishing a strong volunteer base among LGBTQ women.

**Main Activities**

* In collaboration with the unit Manager, plan, schedule, deliver and evaluate the LGBTQ Women’s Health Projects key activities, materials, and resources to achieve established community health goals and objectives in line with the ACON Business Plan and funded Key Performance Indicators (KPIs).
* Lead, guide and support a small team of Health Promotion employees and volunteers to deliver:
  + Peer-based health promotion programs, workshops, and initiatives for LGBTQ women,
  + Community development and empowerment initiatives with LGBTQ women and/or organisations and community groups,
  + Community engagement through participation at community events, festivals, and other relevant activities.
* In collaboration with our University partners – design, implement and coordinate peer-led community recruitment for the Bi-Annual SWASH survey.
* In collaboration with the Unit Manager, coordinate the planning, operation, and evaluation of the LGBTQ women’s cervical screening clinic, Check Out, including partnership discussions and planning, stakeholder management, staff supervision, reporting requirements and ongoing quality improvement processes.
* In collaboration with the Unit Manager, coordinate the administration ongoing grant management processes of ACON’s annual Community Partnership Grant Scheme.
* As required, organise, implement, and evaluate the bi-annual LGBTQ Women’s Health Conference in partnership with Thorne Harbour Health (including event management tasks, project management, partnership development, sponsorship, and programming).
* Lead the ongoing project management of the LGBTQ Women’s sexual health website, Word on the Sheets.
* Develop and maintain ACON’s relationships with a range of external stakeholders in the health sector and in the community to build health promotion partnerships and build capacity to effectively respond to the sexual and other health needs of LGBTQ women.
* In collaboration with the unit Manager, identify and act on opportunities for improvement of existing programs/services and new opportunities for growth and funding.
* Track, deliver and acquit ACON’s commitments under funding contracts.
* Seek opportunities to promote ACON’s work with women and strengthen its sustainability through grants and mutually beneficial community partnerships.
* Actively participate in and contribute to unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Maintain appropriate and timely statistics, administrative records, and written reports.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).
* Understanding of and commitment to ACON’s broader communities, particularly people with HIV, and their needs.

**Selection Criteria**

**Essential:**

1. Understanding of factors impacting the health and wellbeing of LGBTQ women and communities, and a commitment to engaging these women and communities in NSW.
2. High level stakeholder management skills and ability to form strong relationships with internal and external stakeholders, including experience in developing new and strengthening existing partnerships across clinical, research, and community sectors.
3. Demonstrated experience in staff supervision, team leadership, performance evaluation and program management.
4. Demonstrated knowledge of health promotion programs and/or peer education programs, including planning, implementation, monitoring, and evaluation.
5. Awareness and understanding of community engagement strategies, spanning digital and online engagement, to community-based events and workshops.
6. Demonstrated organisational skills, ability to meet deadlines, monitor budgets, and work individually or as part of a small team within a fast-paced work environment.
7. Demonstrated capacity to read and interpret relevant research, epidemiological and behavioural data.
8. Applicants must be able to provide evidence of full and current Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

**Desirable:**

1. Relevant qualifications in health, community development, adult education, or a related field.
2. Demonstrated experience and skill in the use of social media and other online tools and strategies, including knowledge and expertise in how to utilise these tools to build and strengthen community engagement in health promotion.
3. Current NSW driver’s license.

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| APPROVED: Director, HIV and Sexual Health | Team Leader – LGBTQ+ Women’s Health Programs | May 2023 |

**How do I apply?**

Remember you are most welcome to contact us first and have a chat this position before putting in a written application.

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 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 People and Culture 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 People and Culture, 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.