**LGBTQ+ Sexual Violence Consult Officer**

This is a unique opportunity to join ACON and support the implementation and evaluation of an innovative program to provide consultation, training and guidance to services that provide support to LGBTQ+ people who have experienced sexual violence; with the goal of strengthening service provision.

* Help contribute to the safety of our communities by working to respond to sexual violence and improve service responses for LGBTQ+ people who have experienced sexual violence.
* Join a highly motivated and enthusiastic team focused on LGBTQ+ health and safety.

**What’s ACON’s Community Health Division you say?**

* The Community Health Division seeks to address the social determinates of health and enhance the justice, empowerment, autonomy, capacity, community connection and self-determination of LGBTQ+ people and population groups, rightly united by a rainbow.

**Ok, so what’s the role?**

ACON is seeking a committed and vibrant person to support the implementation and evaluation of the new Sexual Violence Consult Service. Working closely with the Project Lead, you will aid in facilitating training and consultation to services that request support either online or in-person. You will also aid in the promotion and evaluation of the service and contribute to the publication of Practice Guidelines that will be an available resource for service providers.

The Consult Service is funded by NSW Government until June 2025. While based in the Sydney office with flexible working arrangements, some travel statewide may occasionally be required for services in regional areas requesting in-person consultation.

**Who are we looking for?:**

* Knowledge of the issues involved in preventing and responding to sexual violence experienced by sexuality and gender diverse people
* Experience in one or more of the following areas
  + Delivering training or adult education
  + Direct client work with LGBTQ+ people
  + Policy or resource development
  + LGBTQ+ inclusion and affirmation initiatives
* High-level communication skills including the ability to negotiate with a range of stakeholders and demonstrated ability to produce professional documents, briefings, and reports.
* An understanding of and commitment to ACON’s communities, particularly Aboriginal people, people living HIV, people from sexuality and gender diverse communities, sex workers, and people who use drugs.
* Applicants must provide evidence of Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

**What else can we tell you?**

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 offer:

* Flexible working arrangements.
* Generous learning and development opportunities.
* Potential for tailored mentoring opportunities.
* Supportive working environment with a knowledgeable and friendly team.

**What’s the remuneration and working details?:**

**Salary**: $81,791 - $94,551 (pro-rata) this salary range represents the total renumeration package (TRP) which includes superannuation and leave loading) – commensurate with skills, qualifications, and experience.

**Location**: ACON’s Gadigal, Surry Hills Office with flexible working arrangements a possibility (away from the office).

*Please note: We are looking for someone who can travel statewide when needed.*

**Hours:** Full (70 hours per fortnight) toPart time (42 hours per fortnight) on a 1 year fixed term contract. This position can be offered as a full or part time role (not less than 42 hours per fortnight) depending on the needs of the candidate.

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
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

**How can I find out more details and apply?:**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community.

We’d love someone who has experience already in this area but people at all levels of experience are absolutely welcome to apply. We highly encourage Aboriginal and Torres Strait Islander people, people from CALD backgrounds, people with disabilities, and people of all genders to apply.

For more information on the role, please contact Hamish Whelan Sexual Violence Consult Service Lead at [hwhelan@acon.org.au](mailto:hwhelan@acon.org.au)

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. Your completed *ACON Employment Application Form* – with all the details filled in where requested;
2. Your *Cover Letter* outlining how you meet the *Selection Criteria*; and
3. Your *Resume*

**Applications close: Sunday, 12 May 2024**

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour. [www.acon.org.au](http://www.acon.org.au)

**POSITION DESCRIPTION**

**Position Title:** LGBTQ+ Sexual Violence Consult Officer

**Work Level:** Operational

**Reports To:**  Sexual Violence Consult Service Lead

**Direct Reports:**  This position does not have any employees reporting into it

**Position Overview**

This role will help in the implementation of ACON’s LGBTQ+ Sexual Violence Consult Service. This newly established program involves providing consults, training and guidance to services providing support to sexuality and gender diverse people who have experienced sexual violence, with the goal of strengthening service provision.

**Main Activities**

* Support the coordination, implementation, promotion and evaluation processes of ACON’s Sexual Violence Consult Service
* Provide training and presentations on sexuality and gender diverse people who have experienced sexual violence
* Provide individual case consults to service providers supporting sexuality and gender diverse people who have experienced sexual violence
* Collaborate on the development of LGBTQ+ Inclusivity and Affirming Practice Guidelines for services supporting LGBTQ+ people who have experienced sexual violence
* Provide intake for services requesting consultation and maintain records of these within the database
* Maintain 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. Knowledge of the issues involved in preventing and responding to sexual violence experienced by sexuality and gender diverse people.
2. High-level communication skills, including the ability to negotiate with a range of stakeholders and experience in producing professional documents, briefings and reports.
3. Experience in one or more of the following areas:

* delivering training or adult education
* direct client work with LGBTQ+ people
* policy or resource development
* LGBTQ+ inclusion and affirmation initiatives

1. An understanding of and commitment to ACON’s communities, particularly Aboriginal and Torres Strait Islander LGBTQ+ people, LGBTQ+ people of colour, people living with HIV, sex workers, and people who use drugs.
2. 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. Tertiary qualifications in a relevant field (such as community health, social work, health promotion, social sciences) or equivalent experience.
2. Current Australian Drivers’ Licence.

**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. **Your completed ACON application form – with all the details filled in**

You can download this at <https://www.acon.org.au/about-acon/jobs/>

* + 1. **Your Cover Letter outlining how you meet the Selection Criteria**

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Tell us how your skills and experience relate to the requirements of the role and how you’d 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.

* + 1. **Your Resume**

Tell us about your current and previous employment and your education. Be sure to include:

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
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 receipt of your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications 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 Recruiting Manager 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 Recruiting Manager 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 qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination 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 Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture 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, and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.