**Community Health Promotion Officer Safety & Inclusion**

**Are you passionate about the safety and wellbeing of LGBTQ+ communities? Want to make a difference? This could be the perfect role for you!**

* We are on the lookout for someone to join the team and support our Safety, Inclusion and Justice Programs.
* Contribute to important initiatives and projects for diverse LGBTQ+ communities across NSW, including the Welcome Here Project.

**What’s the Safety, Inclusion and Justice Program?**

The Safety, Inclusion and Justice program aims to increase understanding, visibility, and inclusion of sexually and gender diverse communities across NSW with a focus on Greater Western Sydney, and initiatives that address violence and discrimination experienced by people of diverse sexualities and/or genders in NSW.

This program includes the [Welcome Here](https://www.welcomehere.org.au/) Project, along with diverse and creative initiatives that improve safety and inclusion (workshops, resources, training, and community events), as well as extensive stakeholder and community engagement.

**Ok, so what’s the role?**

The Community Health Promotion Officer, Safety & Inclusion is a dynamic role that is key in supporting the delivery of the Safety, Inclusion and Justice Program. You will:

* Maintain the administration and support the delivery of the Welcome Here Project.
* Foster collaborative relationships with a range of stakeholders, including building and maintaining partnerships with community organisations, groups, networks, leaders, health and social services providers.
* Produce and schedule social media, email newsletter, and website content relevant to the Safety Inclusion and Justice program.
* Support the development and delivery of safety and inclusion initiatives for Culturally and Racially Marginalised communities and in Greater Western Sydney.

**Who are we looking for?**

* A super organised individual with strong skills in administration and data management.
* Someone with a keen eye for detail, and outstanding written and verbal communication skills.
* Someone enthusiastic and passionate about supporting LGBTQ+ communities to feel visible, understood, and safe.
* Someone who loves building connections with diverse people, fostering collaboration and shows genuine respect.

**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.

We provide a flexible and supportive working environment. You’ll be part of the Harm Reduction Team within the Community Health Division. A dedicated and hardworking team responsible for promoting safety for the LBGTQ+ community.

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

**Salary**: $72,547.00 to $83,461.00 (*Gross FTE per-annum, PLUS* S*uperannuation and Leave Loading*) – commensurate with skills, qualifications, and experience.

**Location**: ACON’s Gadigal/Sydney Office, with flexible working options a possibility (away from the office).

**Hours:** Part-Time (42 hours per fortnight) on a 1-year fixed term contract with the possibility of extension.

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

* Salary Packaging up to $35,000 gross up value (i.e., currently up to $15,900 Expenses + $2,650 Meals, 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.
* Access to discounted unique accommodation experiences to improve employee health and wellbeing.

**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 Madhuraa Prakash, Program Coordinator, Safety, Inclusion & Justice via email at [mprakash@acon.org.au](mailto:mprakash@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* (max. 2 pages); and
3. Your *Resume* (max. 2 pages).

**Applications Close: Sunday 3 August 2025**

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)

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| APPROVED: Director, Community Health | Community Health Promotion Officer Safety & Inclusion | Jul 2025 |

**POSITION DESCRIPTION**

**Position Title:** Community Health Promotion Officer Safety & Inclusion

**Work Level:** Operational

**Reports To:**  Program Coordinator – Safety, Inclusion, and Justice

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

**Position Overview**

This position supports the Safety, Inclusion and Justice program at ACON to increase the understanding, visibility and safety of LBGTQ+ communities.

Key to the success of this position is maintaining a high standard of delivery for ACON’s Welcome Here Project, the effective support of inclusion initiatives relevant to the Safety, Inclusion and Justice program, and extensive stakeholder and community engagement.

**About the Safety, Inclusion and Justice program**

The Safety, Inclusion and Justice program is part of the Harm Reduction team at ACON. This program includes projects such as the Welcome Here Project, along with other diverse and creative initiatives (workshops, resources, training and community events) to:

* + Contribute to the creation of inclusive environments that welcome and celebrate LGBTQ+ diversity,
  + Increase LGBTQ+ communities’ reslience, with a focus on culturally and racially marginalised communities and Greater Western Sydney, and
  + Support LGBTQ+ people to prevent and respond to the impacts of identity-based prejudice, discrimination, and violence.

**Main Activities**

* Maintain appropriate administrative records and written reports for the Welcome Here Project, including:
  + Membership management, finances, inventory, data sets, directories, and other administrative records,
  + Actively engage and maintain positive relationships with stakeholders,
  + Monitor, evaluate and improve established systems and processes.
* Produce and schedule social media, email newsletter, and website content for Welcome Here and other Safety and Inclusion initiatives, including promotional material and educational resources.
* Support the Program Coordinator to develop and deliver safety and inclusion initiatives for Culturally and Racially Marginalised communities and in Greater Western Sydney.
* Foster collaborative relationships with a range of stakeholders, including building and maintaining partnerships with community organisations, groups, networks, leaders, health and social services providers.
* Participate in and support collaborative preparation of team projects and events.
* Comply with ACON’s Code of Conduct and maintain a professional standard of behaviour and confidentiality.
* Comply with and contribute to work, health and safety policy objectives within the workplace, actively promoting a culture that prioritises healthy and safe workplaces for all.
* Champion the development and sustained implementation of diversity and inclusion initiatives within the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
* Actively participate in and contribute to an ongoing process of supervision, quality improvement, and professional development strategies.
* Perform other duties to assist with the work of the program as requested by the supervisor (or designate).

**Selection Criteria**

**Essential:**

1. Demonstrated experience in administration and data management.
2. Highly developed computer literacy skills, including CRM systems, social media and Microsoft Office Suite, with a high level of proficiency in Excel required.
3. Demonstrated understanding of community inclusion, safety, and justice issues as they relate to ACON’s communities, particularly LGBTQ+ people who are culturally and racially marginalised, or in Greater Western Sydney, as well people living with HIV.
4. Strong interpersonal and written communication skills, including the ability to effectively work and communicate with diverse groups of people.
5. Strong attention to detail and problem-solving skills.

**Desirable:**

1. Relevant qualifications in Social Work, Community Development, Health Promotion or related field.
2. Current NSW driver licence.

**Additional Information**

This position is located at ACON’s Gadigal/Sydney (Surry Hills) office, with the possibility of flexible working arrangements.

**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.