**Community Health Promotion Officer LGBTQ+ Disability Program**

**Are you passionate about community development projects? Are you looking for a unique role strengthening the broader LGBTQ+ disability community?**

* We are on the lookout for someone to join the Disability program and play a vital role in implementing our *Coaching and Support for LGBTQ+ Leaders with Disability Project*.
* Part-time (0.4 FTE) fixed-term position.

**What’s the *LGBTQ+ Leaders with Disability Project*, you say?**

The *Coaching and Support for LGBTQ+ Leaders with Disability Project* is a newly government funded project that seeks to take innovative approaches in providing tailored training, peer leadership, support groups and individual coaching amongst LGBTQ+ leaders with disability, with a focus on enhancing leadership capacity, reducing isolation and ultimately strengthening the broader LBGTQ+ disability community through sharing skills and sustainable community networking.

**Ok, so what’s the role?**

The CHPO LGBTQ+ Disability Program will essentially coordinate and support the program manager with the development, implementation and evaluation of the *Coaching and Support for LGBTQ+ Leaders Project*. You will:

* Administer and coordinate the delivery of individual coaching, support sessions and peer skills-based training for LGBTQ+ leaders with disability.
* Engage qualified external coaches and professionals to enhance leadership capacity and customise program content based on community-identified needs.
* Plan and organise the online LGBTQ+ Disability Leadership Group as a support to an experienced external peer supervisor.

**Who are we looking for?**

* Someone living with disability and/or demonstrated experience working with people with disability, with comprehensive knowledge of the intersectional needs and issues LGBTQ+ people with disabilities face.
* Someone with strong administrative and organisation skills, with demonstrated understanding of health and community development projects, including computer literacy and social media capability.
* Someone with strong interpersonal and collaboration skills, and is confident engaging with community members and external stakeholders.

**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 a part of the Community Health Division. A highly focused team that 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.

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

**Salary**: $72,547.00 to $75,625.00 (*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 (28 hours per fortnight) on a 1-year fixed-term contract.

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 culturally diverse backgrounds, people with disabilities, and people of all genders to apply.

For more information on the role, please contact Samara Shehata, Manager LGBTQ+ Health Equity via email at [sshehata@acon.org.au](mailto:sshehata@acon.org.au) or 0418 904 116.

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); ands
3. Your *Resume* (max. 2 pages).

**Applications Close: Monday, 11 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 | CHPO LGBTQ+ Disability Program | Jul 2025 |

**POSITION DESCRIPTION**

**Position Title:** Community Health Promotion Officer LGBTQ+ Disability Program

**Work Level:** Operational

**Reports To:**  Manager, LGBTQ+ Health Equity

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

**Position Overview**

This role focuses on supporting the development, implementation and evaluation of a comprehensive coaching and support project for LGBTQ+ leaders with disability across NSW. The position will support the coordination and organisation of tailored training, peer leadership support groups, and individual coaching to enhance leadership capacity and reduce isolation amongst LGBTQ+ disability leaders, ultimately strengthening the broader LGBTQ+ disability community through sharing skills and sustainable community networking.

**About the *Coaching and Support for LGBTQ+ Leaders with Disability* Project**

The *Coaching and Support for LGBTQ+ Leaders with Disability* Project aims to build upon the capacity and support of LGBTQ+ people with disability who are currently leading, or interested in leading, community-based initiatives. Through targeted skills development, peer support networks, and individual coaching, this project addresses the identified need for enhanced leadership support whilst reducing the isolation and burnout often experienced by LGBTQ+ disability leaders.

**Main Activities**

* Coordinate and support the program manager with the development, implementation and evaluation of the Coaching and Support for LGBTQ+ Leaders with Disability Project.
* Organise individual coaching and support sessions for up to 15 LGBTQ+ disability leaders and engage qualified external coaches to enhance leadership capacity.
* Administer and coordinate the delivery of peer skills-based training in areas identified by participants, working with experienced external trainers and professionals to customise program content based on community-identified needs.
* Plan and organise the online LGBTQ+ Disability Leadership Group as a support to an experienced external peer supervisor.
* Foster collaborative relationships with LGBTQ+ disability leaders, existing ACON networks including the Disability Justice Social Group and Advisory Board members, and relevant stakeholders to build stronger community networks and learning opportunities.
* Maintain appropriate and timely statistics, administration records and written reports on program activities, participant engagement, satisfaction and outcomes.
* 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.
* Actively participate in and contribute to building an effective and positive team culture, continuing professional development, information exchange and quality improvement activities; and an ongoing process of supervision, unit meetings, team meetings, and general staff meetings.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria**

**Essential:**

1. A person living with disability and/or demonstrated experience working with people with disability, with comprehensive knowledge of the intersectional needs and issues that LBGTQ+ people with disabilities face.
2. Strong administrative and organisation skills with demonstrated understanding of health and community development projects, including:
   * computer literacy and social media capability,
   * experience coordination external service providers and contractors, and
   * project administration and coordination.
3. Strong administration and organisational skills including computer literacy and social media capability.
4. High level written and oral communication skills, including the ability to negotiate with a range of stakeholders, and demonstrated ability to produce professional documents, briefings, and reports for diverse audiences.
5. Strong understanding of and commitment to ACON’s communities, particularly LGBTQ+ people with disability and people living with HIV.

**Desirable:**

1. Diploma or tertiary qualifications in a relevant field (such as community services, social work, health promotion, project management) or equivalent experience.
2. Knowledge of the disability sector including an understanding of the NDIS, disability advocacy organisations and accessibility requirements.
3. Recommended vaccinations against illness that may adversely impact ACON’s communities.

**Additional Information**

This is a part-time position available on a 12-month fixed-term contract.

**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.