**Director, Community Programs**

**ACON is seeking a mission-driven, strategic individual to lead our newly formed Community Programs Division.**

The *Director, Community Programs* provides strategic leadership to a multidisciplinary team delivering place-based community development, peer education, and health promotion initiatives. The Director leads ACON’s engagement with local sexually and gender diverse communities across NSW, including those in metropolitan and rural areas.

**About Community Programs**

The Community Programs Division leads ACON’s community-level programming, bringing together various teams focused on inclusive, health-promoting, and culturally responsive initiatives. The Division plays a central role in engaging communities and delivering programs that support the health and wellbeing of LGBTQ+ people.

Community Programs works in partnership with all ACON Divisions, particularly Peer and Client Services and Population Health. The Director serves as the organisational lead for community development and local health promotion practice and coordinates ACON’s offerings across Sydney and regional NSW.

Key activities within the Division include:

* Providing leadership in NSW’s HIV and sexual health response, including peer education and community engagement, particularly for gay and bisexual men.
* Implementing programs to improve safety for LGBTQ+ people.
* Conducting community development work focused on culturally and linguistically diverse communities, particularly in Western Sydney.
* Development and delivery of a range of health promotion programs and initiatives for LGBTQA+SB Aboriginal and/or Torres Strait Islander Peoples.
* Delivering support and social connection programs for older LGBTQ+ people, including the Aged Care Volunteer Visitors Scheme.
* Facilitating leadership programs for LGBTQ+ people with disability.
* Operating Needle and Syringe Programs.
* Distributing information across community groups, venues, and services.

**Who are we looking for?**

We are seeking a mission-driven, values-aligned, strategic leader. You will bring deep experience in community development, health promotion, and stakeholder engagement, with a passion for improving the health and wellbeing of LGBTQ+ communities across NSW. You will have experience in leading and mentoring teams and a track record in delivering inclusive, place-based programs that foster connection, build health knowledge, and promote safety.

You will bring ways to understand and respond to the specific and intersectional experience of people within ACON’s identified communities including people living with HIV, rural communities, culturally diverse communities, Aboriginal and Torres Strait Islander peoples, older LGBTQ+ people, and people with disability.

If you are a community-focused, compassionate and collaborative leader with a strong track record in leading community programs, community engagement and team development, we’d love to hear from you.

**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**: Commensurate with skills, qualifications, and experience.

**Location**: We are open to candidates within commuting distance of any ACON office, with flexible working options available. ACON offices are:

* Gadigal / Sydney
* Awabakal / Hunter
* Bundjalung / Lismore

**Hours:** Permanent, Full time, (76 hours per fortnight), on an initial 2-year fixed term.

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 Senior Leadership Team and lead our Community Programs division. By joining us, you will be part of a mission to create a healthier and more inclusive community.

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 Alex Ehmcke-Kennedy (he/him), *Manager, People and Culture*, at aehmcke-kennedy@acon.org.au or 02 9206 2000.

If you have any questions regarding the role, please reach out to Alex and we can arrange an early conversation with Michael Woodhouse (he/him), *Chief Executive Officer*, to answer any questions.

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 1-page *Cover Letter* outlining how you meet the *Selection Criteria*; and
3. Your *Resume*.

**Applications Close: Sunday 31 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)

**Position Title:** Director, Community Programs

**Work Level:** Executive

**Reports To:**  Chief Executive

**Direct Reports:**  4-6 Line Managers / People Managers

**Position Overview**

The *Director, Community Programs* provides strategic leadership to a multidisciplinary team delivering place-based community development, peer education, and health promotion initiatives. The Director leads ACON’s engagement with local sexuality and gender diverse communities across NSW, including those in metropolitan and rural areas.

The Director oversees community development activities that foster social connection for LGBTQ+ people and manages targeted health promotion programs that build knowledge and skills in areas such as HIV prevention, sexual health, and safety. These programs also address the needs of Aboriginal and Torres Strait Islander people, culturally diverse communities, regional populations, older LGBTQ+ people, and people with disability.

The role holds strategic and operational responsibility for the Community Programs Division, including strategic planning and prioritisation, program growth, stakeholder engagement, research and evidence integration, staff capability development, financial management, and risk and compliance.

The Director leads a division of up to 40 staff working across NSW, with most programs delivered in community settings using outreach models. Teams are based in Gadigal / Sydney, Awabakal / Hunter, Bundjalung / Lismore. The Director is accountable for ACON’s office operations in Awabakal / Hunter, Bundjalung / Lismore.

This position forms part of the ACON Senior Leadership Team and reports to the Chief Executive Officer.

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**Position Key Result Areas**

1. Social Impact, Programs and Partnerships.
2. Stakeholder Management.
3. Leadership and People Management.
4. Financial and Risk Management.
5. Social Impact, Programs and Partnerships
* Lead the strategic development and execution of community development, peer education and local health promotion strategies that advance health and connection for LGBTQ+ and PLHIV communities across NSW.
* Ensure alignment of programs with organisational priorities, NSW Health KPI’s and other key funding contracts, and emerging community needs.
* Oversee the design, delivery, and evaluation of local health promotion and community development programs, ensuring they are evidence-informed, culturally responsive, and impactful.
* Monitor performance and community feedback to continuously improve engagement approaches and program effectiveness.
* Lead the implementation within the Division of ACON’s Impact Strategy and Business Plan, Reconciliation Action Plan, Multicultural Engagement Plan and the Blueprint for Improving the Health & Wellbeing of the Trans & Gender Diverse Community in NSW.
1. Stakeholder Management
* Build and enhance relationships with internal and external stakeholders to ensure the delivery of effective, collaborative and evidence-based programs and services.
* Build and maintain strategic relations with funding bodies to support long-term program sustainability.
* Establish and maintain strategic partnerships with community organisations, government and non-government services.
* Work closely and collaboratively with all Directors and key stakeholders across ACON to ensure integrated and aligned approaches.
* Represent the organisation in key forums, networks, and consultations to advocate for community needs and influence policy and funding decisions.
1. Leadership and People Management
* Lead teams located across NSW to foster a culture of collaboration, innovation, and accountability.
* Lead and mentor managers of teams across NSW.
* Champion and role model a safe, inclusive, collaborative and values-aligned organisational culture.
* Provide leadership and support in the development and implementation of divisional and organisation-wide learning and development, and team building initiatives.
* Actively participate as a member of the Senior Leadership Team.
1. Financial and Risk Management
* Actively assist in securing stable resourcing for community programs to maintain and grow existing services.
* Ensure programs are delivered on budget, in compliance with organisational policies, procedures and delegations.
* Ensure financial accountability and transparency across the Division.
* Ensure appropriate compliance and risk management processes and procedures are in place and operational in the Division.
1. Other Responsibilities
* As directed by the CEO, undertake a range of projects / responsibilities to strengthen program and service efficiency and effectiveness.
* Champion the development and sustained implementation of diversity and inclusion initiatives in the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
* Champion the development and sustained implementation of work, health and safety initiatives within the workplace, actively promoting a culture that prioritises healthy and safe workplaces for all.

**Selection Criteria**

**Essential:**

1. Demonstrated experience in the design, delivery and evaluation of community development or health promotion programs.
2. Advanced skills in sustaining effective relationships and partnerships with community organisations and other services.
3. Experience managing budgets, developing business cases and overseeing funding submissions for investment in services and programs.
4. Advanced skills in cross cultural communication and practice.
5. Proven ability to build teams and develop the capability of staff and leaders.
6. Understanding of and commitment to ACON’s communities and Impact Strategy, particularly as it applies to rural communities and priority populations.
7. Current Australian Driver's Licence.

**Desirable:**

1. Demonstrated experience leading programs within a community organisation setting.
2. Previous experience working with LGBTQ+ communities or in HIV and sexual health prevention.
3. Recommended vaccinations against illness that may adversely impact ACON’s communities.

**How do I apply?**

You must email us the following three documents in MS-Word or PDF format to 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.