**Community Health Promotion Officer Harm Reduction Outreach**

**Are you passionate about using harm reduction principles and strategies to keep LGBTQ+ community members safe? Want to make a difference? We’d love to hear from you!**

* We are on the lookout for someone to join the Harm Reduction team and play a vital role in delivering campaigns, resources and workshops for our communities.

**What is the Harm Reduction Program at ACON?**

Harm Reduction at ACON delivers several community programs that reduce harm for LGBTQ+ community members that use alcohol and other drugs, including a Needle Syringe Program, the Rover program, the Between The Lines online resources (website and social media), and other harm reduction initiatives and campaigns.

This program manages the [Between The Lines](https://betweenthelines.org.au/) website and social media resource development, harm reduction campaign development, and workshop design and delivery in essential harm reduction skills for our communities.

**Ok, so what’s the role?**

The Community Health Promotion Officer Harm Reduction Outreach is a dynamic role that is key to supporting the delivery of the Harm Reduction Programs. You will:

* Support the *Manager, Harm Reduction* in the development, implementation, monitoring and evaluation of ACON’s community education, health promotion and capacity building programs, which are designed to reduce harms associated with AOD use among LBGTQ+ communities.
* Foster collaborative relationships and maintain partnerships with a range of stakeholders across the sector, including community members, venues and event promoters.
* Develop, coordinate and deliver targeted resources, campaign materials, workshops and training related to harm reduction and AOD support for LGBTQ+ people and their friends, families and carers.

**Who are we looking for?**

* Someone who is enthusiastic and passionate about harm reduction knowledge and skills, and how they support people from sexuality and gender diverse communities to be safe.
* A confident communicator loves building connections with diverse people, fostering collaboration and shows genuine respect.
* Someone with solid project management and organisational skills and can manage competing priorities.

**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 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 (35 hours per fortnight) on a 1-year fixed term contract with the possibility of extension.

This role may also require working additional hours, outside of business hours, at workshops, Rover and Outreach events (particularly over Mardi Gras).

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 Georgina Bell, Manager, Harm Reduction via email at [gbell@acon.org.au](mailto:gbell@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, 14 September 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)

|  |  |  |
| --- | --- | --- |
| APPROVED: Director, Community Health | Community Health Promotion Officer Harm Reduction Outreach | Aug 2025 |

**POSITION DESCRIPTION**

**Position Title:** Community Health Promotion Officer Harm Reduction Outreach

**Work Level:** Operational

**Reports To:**  Manager, Harm Reduction

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

**Position Overview**

This position is responsible for supporting and coordinating the planning, development and implementation of alcohol and other drugs (AOD) / harm reduction projects at ACON, with an emphasis on state-wide campaign coordination and delivery, and harm reduction workshop design and delivery. This role sits in the Harm Reduction team, which focuses on improving the health and wellbeing of sexuality and gender diverse communities in relation to alcohol and other drugs.

**About Harm Reduction at ACON**

The Harm Reduction team at ACON provides several programs delivering community health promotion related to alcohol and other drug harm reduction, including the Rover program, [Between the Lines](http://www.betweenthelines.org.au/) digital resources and campaigns, ACON’s Sydney Needle Syringe Program, harm reduction workshops, research and policy contributions, sector capacity building and other community initiatives related to harm reduction.

ACON’s Harm Reduction programs seek to advance health and wellbeing, and existing communities of care, with a focus on the social determinants of health, intersectional and human rights values, and an ethos of “nothing about us without us”, prioritising the voices and contributions of those with lived and living experiences. We work across all sexuality and gender diverse communities, including Sistergirls, Brotherboys and trans mob, LGBTQ+ people from multicultural backgrounds and LGBTQ+ people living with HIV.

**Main Activities**

* Support the *Manager, Harm Reduction* in the development, implementation, monitoring and evaluation of ACON’s community education, health promotion and capacity building programs, which are designed to reduce harms associated with AOD use among LGBTQ+ communities.
* Foster collaborative relationships with a range of stakeholders, including building and maintaining partnerships across the sector.
* Coordinate the development, distribution and/or delivery of targeted harm reduction health education material, including:
  + resources and campaign materials related to harm reduction and AOD support for LGBTQ+ people and their friends, families and carers,
  + promotion of resources and campaigns on social media, at main community venues/events and with key stakeholders, and
  + harm reduction workshops and training with community members, venues and event promotors.
* Set priorities, plan and organise work, and deliver on agreed outputs as defined in both the unit-level and individual-level workplans.
* Maintain appropriate and timely statistics, administrative records, written reports and project planning documentation.
* 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 an ongoing process of supervision, unit meetings, team meetings, general staff meetings, performance appraisals, 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. Demonstrated understanding of AOD use and harm reduction approaches as they relate to people from sexuality and gender diverse communities, such as experience volunteering in ACON’s Rover Program or other harm reduction peer services.
2. Strong administrative and organisational skills, with demonstrated understanding of health and community development projects, including:
   * experience designing, planning, managing, implementing and evaluating evidenced-based health promotion initiatives, such as digital resources and/or workshops, and
   * highly developed computer literacy skills, with proven knowledge of social media platforms (e.g. content development and copy writing) and Microsoft Office Suite.
3. Strong interpersonal, written and oral communication skills, with demonstrated ability to facilitate workshops, effectively work and collaborate with diverse groups of people and build partnerships with community-based, government and non-government organisations.
4. Solid understanding of and commitment to ACON’s communities, including all LGBTQ+ and people living with HIV.

**Desirable:**

1. Relevant qualifications in Community Services, Health Education, Health Promotion or related field.
2. Ability to work additional hours, including outside of regular business hours, at workshops, Rover and Outreach events (particularly during Mardi Gras).
3. Current NSW driver licence.
4. Current First Aid certificate.
5. Recommended vaccinations against illness that may adversely impact ACON’s communities.

**Additional Information**

This is a part-time position available on a 1-year 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.