**Team Leader – Multicultural Peer Navigation**

**Do you understand the challenges of settling into a new country? Do you want to make a real difference in your community and lead the efforts in establishing a new peer program? We’d love to hear from you!**

* Draw on your interpersonal skills and lived experience of migrating to Australia to build trust and support others in feeling confident to navigate health services, especially sexual health services, around Australia.
* Play a vital role in the implementation of our new Multicultural Peer Navigation Program.

**What’s the Peer Navigation Project, you say?**

The *Team Leader – Multicultural Peer Navigation* is responsible for establishing and leading a new national initiative to improve HIV prevention, testing, and care outcomes for newly arrived and overseas-born gay, bisexual and other men who have sex with men (GBMSM). This role will lead the development, implementation and evaluation of a culturally responsive peer navigation program that addresses the barriers faced by people from multicultural backgrounds, supports timely access to HIV-related services and promotes sustained engagement with prevention and treatment.

This position is also responsible for overseeing reporting requirements to the Commonwealth Department of Health, coordinating a small team of staff or contractors, and contributing to broader advocacy efforts to improve the health outcomes of recently arrived GBMSM in Australia.

**Ok, so what’s the role?**

The Team Leader – Multicultural Peer Navigation is a dynamic and highly impactful leadership position, suited to someone passionate about social justice, community-led approaches and the elimination of HIV stigma and discrimination. You will:

* Lead and coordinate the design, development, implementation and evaluation of a culturally responsive national peer navigation program to improve access to HIV-related services among newly arrived and overseas-born GBMSM.
* Administer, support, train and evaluate a small, dedicated team of staff and/or contractors to deliver program activities aligned with ACON’s key strategic plans, with a focus on staff development, cultural safety, accountability, and community impact.
* Conduct regular performance monitoring and analysis to identify and address risk in a timely manner, act on new opportunities to grow the program and meet key performance indicators in line with ACON’s funding agreement with the Commonwealth Department of Health.
* Lead the design of peer navigation models, in collaboration with community partners, to ensure services are culturally appropriate, community-led and responsive to the needs of newly arrived GBMSM from diverse backgrounds.
* Foster an environment that collaboration and improvement with other programs/services including other programs within ACON, state and national sectorial partners, multicultural health services, community-based organisations, research and academic institutions and other external service providers, to support program success.

**Who are we looking for?**

* Someone with advanced project management expertise within a health or community services setting, ideally with multicultural or marginalised communities.
* An individual who has extensive experience in peer-based programs, including training new staff/volunteers or contractors.
* An exceptional leader who can foster a collaborative, motivated and multidisciplinary team, with a focus on culturally safe supervision, team-building and performance development across diverse program portfolios.
* Someone with superior communication and interpersonal skills, including extensive experience in building, sustaining and managing complex stakeholder relationships across culturally diverse program areas.

**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 HIV and Sexual Health Division. A highly focused team responsible for delivering information and support services on relevant health issues to GBMSM, people living with HIV, and other ACON communities.

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

**Salary**: $93,053.00 to $103,911.00 (*Gross per-annum, PLUS* S*uperannuation and Leave Loading*) – commensurate with skills, qualifications, and experience.

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

**Hours:** Full-Time (70 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 Matthew Vaughan, Director, HIV & Sexual Health, via mvaughan@acon.org.au or (02) 9206 2082.

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* answering the following questions (max. 300-400 words per response):
	1. Please describe your lived experience of migrating to Australia as a gay or bisexual man, or your understanding of the migration experience for others in this community. *In your response, you may wish to include how you established your life in Australia, as well as any successes or challenges you experienced along the way.*
	2. Please describe your knowledge of the Australian healthcare system, particularly in relation to HIV and STIs. *You may include your understanding of testing, treatment, prevention, and how people can access these services.*
	3. Please describe a project you’ve led or contributed to that involved developing and implementing a peer-based service models. *In your response, outline what made the project successful for example, work planning, recruiting and supporting peers, engaging with community and sector partners, and meeting or reporting on key performance indicators set by funders.*
3. Your *Resume* (max. 3 pages).

**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)

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| APPROVED: Director, HIV & Sexual Health | Team Leader – Multicultural Peer Navigation | Aug 2025 |

**POSITION DESCRIPTION**

**Position Title:** Team Leader – Multicultural Peer Navigation

**Work Level:** Team Leader/Professional

**Reports To:**  Director, HIV and Sexual Health

**Direct Reports:**  4 – 8 Staff Members (Casual to Full-Time)

**Position Overview**

The *Team Leader– Multicultural Peer Navigation* is responsible for establishing and leading a new national initiative to improve HIV prevention, testing, and care outcomes for newly arrived and overseas-born gay, bisexual and other men who have sex with men (GBMSM). This role will lead the development, implementation and evaluation of a culturally responsive peer navigation program that addresses the barriers faced by people from multicultural backgrounds, supports timely access to HIV-related services and promotes sustained engagement with prevention and treatment.

Working closely with national and local partners, including multicultural health services, HIV organisations and community leaders, the *Team Leader* uses co-design principles to develop a peer-based model that centres lived experience and builds trust with underserved communities; utilising strong project management skills, community engagement expertise, and a commitment to health equity and inclusion.

The *Team Leader* is also responsible for overseeing reporting requirements to the Commonwealth Department of Health, coordinating a small team of staff or contractors, and contributing to broader advocacy efforts to improve the health outcomes of recently arrived GBMSM in Australia.

**Main Activities**

This is a dynamic and highly impactful leadership position, suited to someone passionate about social justice, community-led approaches and the elimination of HIV stigma and discrimination. You will:

**Leadership and Guidance**

* Lead and coordinate the development, implementation and evaluation of a culturally responsive national peer navigation program to improve access to HIV-related services among newly arrived and overseas-born GBMSM, aligned with the Ninth National HIV Strategy 2024–2030 and ACON’s Strategic Plan 2019–2025.
* Develop and coordinate project start-up, including:
	+ work planning
	+ recruitment
	+ partnership engagement,
	+ budgeting and financial planning, and
	+ risk management and monitoring frameworks

to ensure program delivery meets agreed timeframes and quality standards.

* Champion a health equity and inclusion approach in all aspects of program development, with particular attention to factors such as language, migration status, racism, HIV stigma, and access to culturally safe care.
* Administer, support, train and evaluate a small, dedicated team of staff and/or contractors to deliver program activities aligned with ACON’s key strategic plans, with a focus on staff development, cultural safety, accountability, and community impact.

**Data-Driven Decision Making and Reporting**

* Undertake regular performance monitoring, reporting and analysis to:
	+ identify and address risks in an appropriate and timely manner,
	+ act on new opportunities for program growth and funding and,
	+ achieve key performance indicators that are in line with ACON’s funding agreement with the Commonwealth Department of Health.
* Maintain up-to-date knowledge of:
	+ migration trends,
	+ HIV epidemiology,
	+ socio-political contexts impacting overseas-born GBMSM in Australia and,
	+ gaps or barriers in access to HIV and sexual health services

and ensure these are reflected in program design, implementation, evaluation and advocacy.

* Ensure the unit complies with Senior Leadership Team directives, relevant legislative and regulatory requirements, codes of practice/ethics and organisational policies and procedures.

**Community Engagement**

* Foster collaborative relationships with a range of agencies, including state and national sectorial partners, multicultural health services, community-based organisations, research and academic institutions and other external service providers, to support program success.
* Lead the co-design of peer navigation models, in collaboration with community partners, to ensure services are culturally appropriate, community-led and responsive to the needs of newly arrived GBMSM from diverse backgrounds.
* Contribute to the growth of ACON’s leadership in HIV prevention, peer-based service delivery and multicultural health equity by showcasing program learnings to related national and jurisdictional networks, consultations, interagency forums, reference groups and policy discussions.
* Assist in the creation of strategic communications relevant to the unit’s work.

**Active Collaboration**

* Foster an environment that encourages cross unit collaboration and improvement with other programs/services with ACON, including HIV and Sexual Health activities with regional teams in NSW.
* 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.
* 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.
* Perform other duties as to assist with the unit as directed by your supervisor (or designate).

**Selection Criteria**

**Essential:**

1. Understanding of, and commitment to, ACON’s communities, particularly people living with HIV, gay, bisexual and other men who have sex with men (GBMSM), people with lived experience of migration to Australia, as well as all LGBTQ+ people.
2. Advanced project management expertise, including proficiency in managing budgets, contracts, risk, reporting and administrative systems within a health or community services setting, ideally with multicultural or marginalised communities.
3. Experience in developing, implementing and evaluating peer-based service models, including the ability to design culturally responsive frameworks, support peer staff, and deliver measurable outcomes in collaboration with community stakeholders and funding partners.
4. Demonstrated ability to think creatively and apply new ideas and approaches to program design, service delivery and health promotion in a dynamic and evolving context.
5. Exceptional leadership and strategic thinking skills, including the capacity to build, motivate, manage and develop multidisciplinary teams, with a focus on culturally safe supervision, team-building and performance development across diverse program portfolios.
6. Superior communication and interpersonal skills, including extensive experience in building and sustaining effective partnerships with government, non-government, and community stakeholders, and a strong track record of managing complex stakeholder relationships across culturally diverse program areas.
7. Demonstrated experience preparing high-quality written materials, such as reports and funding submissions.

**Desirable:**

1. Proficiency in a language other than English, with a preference for priority languages identified through annual HIV surveillance data, including Chinese, Thai, Vietnamese, Spanish or Portuguese.
2. Tertiary qualifications in a relevant discipline such as Public Health, Community Development or Social Sciences, or equivalent professional experience.
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 answering the following questions (max. 300-400 words per response):**
1. Please describe your lived experience of migrating to Australia as a gay or bisexual man, or your understanding of the migration experience for others in this community. *In your response, you may wish to include how you established your life in Australia, as well as any successes or challenges you experienced along the way.*
2. Please describe your knowledge of the Australian healthcare system, particularly in relation to HIV and STIs. *You may include your understanding of testing, treatment, prevention, and how people can access these services.*
3. Please describe a project you’ve led or contributed to that involved developing and implementing a peer-based service models. *In your response, outline what made the project successful for example, work planning, recruiting and supporting peers, engaging with community and sector partners, and meeting or reporting on key performance indicators set by funders.*
	* 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.