

POSITION DESCRIPTION



Position Title: People and Culture Intern
Work Level: Administrative
Reports To: Project Coordinator, Proud and Ready
Direct Reports: This position does not have any employees reporting into it

Position Overview

ACON's Proud & Ready Program provides a paid, structured, entry-level internship centring real-world experience, mentorship and industry connections. Through applied engagement with ACON's core business of creating opportunities for people in our communities to live their healthiest lives, Interns will build confidence and job readiness for a meaningful career in the health and community sector.

Interns will receive individual mentoring, support and training while collaboratively assisting with the development and delivery of health promotion initiatives. Interns can expect to undertake and engage with research on community health issues, provide event planning and delivery support, assist with digital communication design and build connections through stakeholder engagement. They will have the opportunity to contribute to ACON's advocacy efforts, assist in online outreach, and provide administrative support to ensure the smooth implementation of programs.

The People and Culture Internship

As part of the People & Culture (P&C) team, the People & Culture Intern will provide administrative, recruitment, and employment support to ensure professional client-oriented P&C services across ACON. You will gain practical experience across recruitment, pre-employment and employment coordination and support the maintenance of probation data and mandatory flexible work registers.

In this role, you will also support the processing of Learning & Development applications in accordance with budget allocation, and source appropriate courses. Working closely with the People and Culture Lead and the Manager, People and Culture, you will help to develop and deliver a suite of projects supporting staff engagement, as well as administrative initiatives that have organisation-wide impact.

This is an exciting opportunity to gain hands-on experience in human resources, with a focus on improving the support and wellbeing of all staff and volunteers at ACON. This position is ideal for someone passionate about championing a respectful workplace culture for all.

About The Team

The ACON People and Culture team is a small team of staff within the Corporate Services Division who provide specialist people and culture services to all ACON offices in Australia and for all ACON Divisions – in relation to all management, staff and volunteers who conduct work or engage in any activity on behalf of the organisation.

The team aims to develop and embed a flexible high-performance workforce and achieve a culture which embraces change and innovation, continuous development and improvement to services while maintaining commitment to high levels of efficiency.

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Main Activities

- ✓ Engage in project work within designated ACON programs, gaining practical experience in health promotion and community development.
- ✓ Develop and deliver projects, such as health promotion events, marketing campaigns, or administrative initiatives.
- ✓ Attend structured training sessions to build professional skills, sector knowledge, and work readiness.
- ✓ Participate in mentorship and peer-based supervision to support personal and professional growth.
- ✓ Contribute to evaluations and feedback sessions to assess progress and refine skills.
- ✓ Collaborate with internal teams and external partners to build professional networks.
- ✓ Support the implementation of resources, programs, initiatives, and services listed as recommendations in ACON's Multicultural Engagement Plan.
- ✓ Support ACON's sexual health testing initiatives, including the provision of point of care tests for HIV.
- ✓ Champion the development and sustained implementation of diversity and inclusion initiatives within the workplace, actively promoting a culture that respects and celebrates intersectionality among staff and volunteers.
- ✓ Actively participate in and contribute to an ongoing supervision process, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
- ✓ Demonstrate an understanding of and commitment to ACON's broader communities, particularly people with HIV, and their needs.
- ✓ Perform other duties to assist with the unit's work as requested by the Manager (or designate).

Selection Criteria

Essential:

1. **Community Advocate:** Demonstrated understanding and/or lived experience of the factors impacting the health and wellbeing of diverse LGBTQ+ women (cis and trans) and a commitment to engaging these communities through outreach, health promotion, and inclusive communications.
2. **Growth-Oriented Learner:** Commitment to personal and professional development following adverse experiences entering or re-entering the workforce with a willingness to engage in training, mentoring, and capacity-building.
3. **Collaborative Communicator:** Strong verbal and non-verbal communication skills, with the ability to work independently and collaboratively in respectful, team-based environments.
4. **Courageous and Ethical Thinker:** Capacity to problem-solve using emotional intelligence, active listening, and sound ethical judgment, especially when working with marginalised or complex community needs.
5. **Organised Administrator:** Confidence in using computer systems including Microsoft Office programs (Outlook, Word, Excel) to manage time effectively, complete tasks, and maintain administrative responsibilities.
6. **ACON Icon:** Commitment to the values and priorities of ACON's communities, including people living with HIV and LGBTQ+ people whose lives are shaped by culture, gender, sexuality and health.

Desirable:

1. Recommended vaccinations against illness that may adversely impact ACON's communities.