

# POSITION DESCRIPTION



|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| Position Title: | Policy and Research 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 Policy and Research Internship

The Policy and Research Intern will work alongside the Policy, Strategy, and Research Division, playing a key role in supporting our communities’ involvement in ethical research. This is an exciting opportunity for someone passionate about policy and research, health promotion, and LGBTQ+ communities to develop skills in research assistance, ethical research, advocacy, and policy writing.

In this role, the Intern will contribute to the work of the Policy, Strategy and Research team by building the evidence base of effective interventions for our communities. The Intern will gain hands-on experience in research support, promotion, and engagement, as well as advocacy and policy writing.

Key responsibilities include supporting the Research Ethics Review Committee (RERC), supporting the development of new Research Priorities, working with the project team to manage the recruitment of participants to the GBQ+ Community Periodic Survey (GCPs), and supporting the policy and advocacy work of the team.

This role is ideal for someone with a passion for ethical research, policy, and advocacy that works to improve the lives of LGBTQ+ communities and people living with HIV.

## About the Team

The Policy, Strategy and Research team works with legislators, policymakers and service providers to help them understand and address the needs of sexuality and gender diverse people and people living with HIV. Using a range of evidence-based and research driven approaches, the Policy, Strategy and Research team address a wide range of issues that span ageing, alcohol and other drugs, cancer, discrimination and human rights, domestic and family violence, health services, and mental health. They respond to current issues in HIV policy and legislation, develop better strategies for advocacy aimed at reducing stigma and improve access to the best available methods of prevention, testing and treatment. The Policy, Strategy and Research team also lead ACON’s dedicated Research Ethics Review Committee (RERC) made up of independent researchers and health experts providing ethical guidance to ACON and fellow researchers with a view to ensuring that our projects best promote and benefit our communities.

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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.