**Team Leader, Community Health Promotion – Hunter**

**Want to be part of helping LGBTQ+ communities in Regional NSW? Join us now!**

* We’re on the lookout for someone to play a vital leadership role in delivering health promotion and community development initiatives in Regional NSW.

**What’s ACON’s Regional Services you say?**

Our regional teams engage with LGBTQ+ people, community members and people living with HIV (PLHIV) in providing care coordination, peer support, counselling services, delivering health promotion campaigns, undertaking community development and peer education initiatives, supporting community groups and events, providing training and support to mainstream services, and providing access to the needle and syringe program.

**Ok, so what’s the role?**

The Team Leader, Community Health Promotion – Hunter is responsible for the day-to-day supervision of the Community Health Promotion Team, providing services across the Hunter, Central Coast, New England, and Western NSW regions. This includes the planning and delivery of ACON’s health promotion campaigns and community development responses with PLHIV, or people affected by HIV, and to sexuality and gender diverse people (LGBTQ+). There is a requirement for the person in this position to travel frequently within NSW and is based at ACON’s Newcastle office.

You will:

* In consultation with the Regional Manager, lead and drive the successful delivery of health promotion services and activities to ensure key performance indicators (KPIs) and other deliverables are met.
* Manage, support and lead Community Health Promotion Officers (CHPOs) and volunteer workers to achieve the goals and objectives of ACONs’ Business Plan and related strategies.
* Assist in the development, implementation, monitoring and evaluation of health promotion activities and materials.
* Assist with the development and implementation of strategies to adapt ACON services and programs to meet regional community needs.

**Who are we looking for?**

* Someone with confidence in their abilities to lead and support teams to achieve great outcomes in partnership with the communities ACON serves.
* A person with strong skills in building relationships and networks with community members and stakeholders.
* Someone with an understanding of the health, social, and human rights needs of sexuality and gender diverse communities and PLHIV.
* A person who can take the initiative and work autonomously within a supportive team.
* Someone with experience in health promotion and/or community development.

**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**: $89,689 to $105,978 (*Gross per-annum, PLUS* S*uperannuation and Leave Loading*) – commensurate with skills, qualifications, and experience.

**Location**: ACON’s Awabakal / Hunter Office in Newcastle, with flexible working options a possibility (away from the office).

**Hours:** Permanent Full-Time (70 hours per fortnight).

We offer flexible working arrangements and a generous array of 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.

**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 Brad Bower, Acting Director of Regional Services, via email at [bbower@acon.org.au](mailto:bbower@acon.org.au) or (02) 6622 1555

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. 4 pages); and
3. Your *Resume* (max. 4 pages).

**Applications close: Sunday 15 September 2024**

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: Acting Director Regional Services | Team Leader – Community Health Promotion (Hunter) | Aug 2024 |

**Position Title:** Team Leader, Community Health Promotion – Hunter

**Work Level:** Team Leader/Professional

**Reports To:**  Regional Manager, Hunter

**Direct Reports:**  Small Team of staff (1-5 employees) and volunteers

**Position Overview**

The Team Leader is responsible for the day-to-day supervision of the Hunter Community Health Promotion Team based in Newcastle, and oversight of community health promotion activities in the Hunter New England, Central Coast, and Western NSW Local Health Districts. This includes the planning and delivery of ACON’s health promotion campaigns and community development responses with PLHIV or affected by HIV, and to sexuality and gender diverse people (LGBTQ+). There is a requirement for the person in this position to travel frequently within NSW.

**About the Regional Health Promotion Team**

ACON provides outreach to regional areas of NSW to extend the reach of our health services, programs and campaigns. We seek to provide a regular connection and build relationships with regional LGBTQ+ communities and PLHIV or affected by HIV. Our outreach teams visit regularly to:

* Promote HIV and sexual health testing, treatment and care.
* Provide safe sex information and resources.
* Promote a positive experience of sexual health.
* Deliver information and education about HIV, sexual health, the LGBTQ+ experience and LGBTQ+ health.
* Support referrals to appropriate services within ACON and locally.
* Advocate for an informed, healthy, resilient and inclusive LGBTQ+ community.

**Main Activities**

* In consultation with the Regional Manager Hunter, manage and drive the successful delivery of health promotion services and activities to ensure key performance indicators (KPIs) and other deliverables are met.
  + Work in partnership with community-based organisations, Local Health Districts and other relevant stakeholders to implement ACON’s state-wide HIV prevention response and deliver other LGBTQ+ health promotion activities.
  + Plan, schedule and deliver targeted health promotion, peer education, community development and engagement activities in partnership with PLHIV and LGBTQ+ communities to achieve optimal reach across the regions covered by the Hunter office.
  + Coordinate HIV, STI, and LGBTQ+ education at community events, including the supply of safe sex equipment and ACON’s campaign materials.
  + Ensure a comprehensive program of online outreach activities, including maintaining a social media presence and engaging in health promotion across other online mediums accessed by ACON’s communities.
  + Maintain and strengthen partnerships between ACON and service provider partners, community businesses, venues, organisations and events, including through the provision of resources.
  + Identify opportunities for partnerships and collaboration with service provider partners, Primary Health Networks, community groups, venues, organisations and events to improve health outcomes for LGBTQ+ people and people with HIV.
  + Act as a gateway by making appropriate referrals to relevant ACON state-wide services, Local Health Districts or other service providers.
  + Build relationships with mainstream and community-based services accessed by ACON’s communities and provide inclusion training as needed.

**Main Activities** (continued)

* Manage, support and lead Community Health Promotion Officers (CHPOs) and volunteer workers to deliver established goals and objectives in line with the ACON Business Plan.
  + Provide regular formal supervision to CHPO’s.
  + Ensure the health, safety and welfare of staff and volunteers through instruction, supervision and training in line with the organisation’s WHS policies and procedures.
  + Ensure the timely collection, collation and provision of data in line with reporting requirements.
  + Manage the working and travelling hours and arrangements of CHPOs to ensure safe work practices and compliance with contracted work hours.
* Assist in the development, implementation, evaluation and monitoring of health promotion activities and materials.
* Assist with the development and implementation of strategies to adapt services and programs to meet community need.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.

**Selection Criteria**

**Essential:**

1. Demonstrate well developed skills, expertise and experience in staff supervision, team leadership, performance evaluation and program management.
2. Proven ability to meet individual and team deadlines and manage workloads effectively when there are competing demands and timeframes, particularly when working independently or remotely.
3. Demonstrated successful experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
4. Demonstrated understanding of sexual and general health issues and the information needs of GBMSM Cis and Trans, and the broader LGBTQ+ community.
5. Demonstrated well developed skill, expertise and experience in staff supervision, team leadership, performance evaluation and program management.
6. Proven ability to meet individual and team deadlines and manage workloads effectively when there are competing demands and timeframes, particularly when working independently or remotely.
7. Demonstrated successful experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
8. Demonstrated understanding of sexual and general health issues and the information needs of GBMSM Cis and Trans, and the broader LGBTQ+ community.
9. Evidence of up-to-date Covid 19 Vaccination, in addition to any other vaccination required to perform the role.
10. Current Drivers Licence.

**Desirable:**

1. Tertiary qualifications in Administration, Management, Social Work, Community Development or Public Health and/or Education.

**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.