**Community Health Promotion Officer: Young Gay, Bi+, and Queer Men**

**Ever wanted to make a positive difference as an LGBTQ+ person in your communities?**

**Now is your chance!**

We are on the lookout for someone to join the Peer Education team and play a vital role in implementing our programs for young Gay, Bi+, and Queer men!

**What’s the Peer Education team you say?**

ACON’s Peer Education team is a diverse and dynamic team within the Community Partnerships and Priority Population Programs unit and HIV and Sexual Health Division that delivers several unique projects throughout the year including programs that target the sexual health and wellbeing needs of young Gay, Bil+, and Queer Men (trans and cis) to ensure they have the skills and sexual health knowledge needed to make empowered and informed choices about HIV, sexual health, and their general wellbeing.

You will be joining a passionate team who strive to improve equity and health outcomes for all within our communities.

**Ok, so what’s the role?**

The Community Health Promotion Officer: Young Gay, Bi+, and Queer Men is responsible for designing, planning, implementing, and evaluating a range of health promotion activities such as workshops, outreach events and forums that target the sexual health and wellbeing needs of GBQMSM (trans and cis). You will:

* Develop, deliver, and evaluate various activities, including online health promotion activities, forums, events, and other health education resources.
* Run workshops and events for GBQMSM (trans and cis) aged 18 – 26 with a focus on sexual identity, coming out, relationships, the gay community, sex and sexual health, HIV and other issues that may concern GBQMSM (trans and cis) within the inner-city and greater Sydney area.
* Work alongside our valuable volunteers to support the development of their skills and knowledge base to facilitate health education workshops and events as part of ACON's peer education programs.

**Who are we looking for?:**

* A creative and enthusiastic team member with a passion for the health and wellbeing of our communities.
* Someone with a keen eye for detail, and outstanding written and verbal communication skills to excel in volunteer and facilitator engagement.
* Someone with experience in program development, peer group facilitation, training, and/or public speaking.

**What else can we tell you?**

ACON provides a diverse, nurturing, and fun workplace. ACON’s employees and volunteers are at the heart of everything we do and working at ACON would see you join a community of passionate people trying 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**: $69,924 to $80,444 (*Gross 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:** 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 end of year/New Year’s shutdown period.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

**How to 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 with the capacity to grow, learn and a passion for the cause are more than welcome to apply. We highly encourage Aboriginal and Torres Strait Islander people, people from CALD backgrounds, people with disability, and people of all genders to apply.

For more information on the role, please contact Scott McNaughton, Manager, Community Partnerships and Priority Population Programs, via email at [smcnaughton@acon.org.au](mailto:smcnaughton@acon.org.au) (02) 9206 2076.

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

**Applications close: Sunday 13 October 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: Director, HIV&SH | CHPO – Young Gay, Bi+, and Queer Men | Sep 2024 |

**POSITION DESCRIPTION**

**Position Title:** Community Health Promotion Officer: Young Gay, Bi+, and Queer Men

**Work Level:** Operational

**Reports To:**  Team Leader, Peer Education Programs

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

**Position Overview**

This position requires using lived experience and professional expertise to improve the sexual health and wellbeing of young gay, bi+ and queer men (trans and cis) aged 18 to 26 across Greater Sydney. This role is responsible for:

* Designing, planning, implementing, and evaluating a range of health promotion activities such as workshops, outreach events and forums.
* Supporting and training a team of committed and passionate volunteers who work with you to deliver ACON's health initiatives.
* Creating services and programs targeting the sexual health and wellbeing needs of GBQMSM (trans and cis) to ensure they have the skills and sexual health knowledge needed to make empowered and informed choices about HIV, sexual health, and their general wellbeing.

Key to the success of this position is working as a part of a diverse and dynamic team to achieve several unique and different projects throughout the year and requires thinking creatively, diligence and passion for the health and wellbeing of our communities.

**About the Team**

This position sits within the HIV and Sexual Health Division’s Community Partnerships and Priority Population Programs unit, under the Peer Educations Programs. This unit also includes our First Nations Health Programs, LGBTQ+ Womens Programs, and the Greater Western Sydney team, who all actively strive for positive health outcomes for our communities through delivering a wide range of health promotion activities and community engagements.

**Main Activities**

* Providing services and programs to gay, bi+ and queer men (trans and cis) who have sex with men (GBQMSM) of all ages with a focus on young GBQMSM, including:
  + Running workshops and events for GBQMSM (trans and cis) aged 18 – 26 with a focus on sexual identity, coming out, relationships, the gay community, sex and sexual health, HIV and other issues that may concern GBQMSM within the inner-city and greater Sydney area.
  + Developing, delivering, and evaluating various activities, including online health promotion activities, forums, events, and other health education resources. Providing volunteers with the skills, knowledge base and support to facilitate health education workshops and events as part of ACON's peer education programs.
* Ensuring that all peer-based programs are inclusive of the needs of Aboriginal and Torres Strait Islander GBQMSM.
* Ensuring that all peer-based programs are inclusive of the needs of GBQMSM (trans and cis) from culturally, linguistically, and ethnically diverse migrant and refugee backgrounds and GBQMSM (trans and cis) of colour.
* Ensuring that all peer-based programs are inclusive of the needs of trans and gender diverse populations.
* Supporting the implementation of resources, programs, initiatives, and services listed as recommendations in ACON’s Multicultural Engagement Plan.
* Supporting ACON's sexual health testing initiatives, including the provision of point of care tests for HIV.

**Main Activities** (continued):

* Creating content for and managing the SPARK (youth) website, Facebook page and other social media platforms.
* Maintaining an up-to-date awareness and knowledge of the epidemiological and social/behavioural research regarding gay, bi+ and queer communities of men (trans and cis).
* Planning, scheduling, developing, delivering, and evaluating health promotion activities/materials to achieve established goals and objectives in line with the ACON business plan and relevant ACON policies.
* Championing 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.
* Cooperating with ACON staff, community stakeholders and clients in developing, assessing, and modifying program services/materials to meet the needs of the targeted client populations.
* Continually building and enhancing partnerships with agencies and external service providers to ensure effective responses to community issues.
* Managing, supporting, training and evaluating volunteer workers, while ensuring they are properly onboarded and documented in accordance with relevant ACON policy & procedures.
* Maintaining relevant and timely statistics, administrative records, and written reports.
* Actively participating in and contributing to an ongoing supervision process, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Performing other duties to assist with the unit's work as requested by the Manager (or designate).

**Selection Criteria**

**Essential:**

1. Demonstrated understanding of the sexual and general health, support and information needs of gay, bisexual+ and queer men aged 18 – 26 (trans and cis) who have sex with men.
2. Experience in peer-group facilitator, training, or public speaking.
3. Developed written skills to create documents such as reports, resources, project proposals or presentations.
4. Communication skills, including the ability to work with different styles of communication.
5. Computer literacy experience with the ability to use Microsoft word, excel and PowerPoint.
6. Good time management and project management skills with the ability to work with different stakeholders to achieve program outcomes.
7. Understanding of and commitment to ACON's communities, particularly people living with HIV/AIDS.
8. Evidence of full and current Covid 19 Vaccination, in addition to any other vaccination required to perform the role and a valid NSW Working with Children Check.

**Desirable:**

1. Experience performing peer-based health promotion, either within a volunteer or work capacity, such as running community forums/workshops.
2. Experience in using online engagement and/or social media management. For example, Facebook, Squarespace or similar.
3. A current NSW driver's licence.

**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.