**Team Leader – Greater Western Sydney**

**Ready to make a real impact in the LGBTQ+ communities of Greater Western Sydney?**

We’re seeking a motivated and passionate Team Leader to drive ACON’s mission and make a tangible difference in the lives of those we serve.

**What’s Greater Western Sydney team?**

The Greater Western Sydney team, within our Community Partnerships and Priority Populations Unit, is a crucial component of ACON and the broader NSW HIV sector.

This team focuses on delivering culturally safe and relevant health and sexual health promotion programs, specifically tailored for LGBTQ+ individuals within the culturally diverse communities of Greater Western Sydney.

The team leader is responsible for guiding a small specialist team in executing these programs, which include community engagement, health education, and the development of resources aimed at reducing stigma and increasing health literacy.

**What’s the role?**

The *Team Leader – Greater Western Sydney* is vital in ensuring that ACON’s services are inclusive and effective in meeting the needs of LGBTQ+ people from diverse cultural, linguistic, and ethnic backgrounds in Greater Western Sydney. You will:

* Deliver and evaluate health promotion programs targeting LGBTQ+ communities from multicultural backgrounds.
* Build relationships and trust within these communities to enhance service delivery.
* Establish a strong volunteer base and strengthen partnerships across the region.
* Support ACON’s broader Multicultural Engagement Plan and contribute to the organisation's HIV and sexual health initiatives.

**Who are we looking for?:**

* **Deep Cultural Competence and Lived Experience:** The ideal candidate should have a strong understanding of, or lived experience within, multicultural LGBTQ+ communities. This includes knowledge of the specific health, sexual health, and support needs of these communities, especially within the diverse cultural landscape of Greater Western Sydney. Their ability to navigate and connect with culturally and linguistically diverse groups is essential to success in the role.
* **Leadership and Stakeholder Management Skills:** The candidate must possess excellent leadership abilities, capable of supervising and motivating a small team while managing multiple projects. They should also have high-level stakeholder management skills to build and maintain strong relationships with community partners, volunteers, and external stakeholders, ensuring the effective delivery of health promotion programs across different communities.

**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 who 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**: $89,689.60 to $100,154.60 (*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 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 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 20 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 | Team Leader – Greater Western Sydney | Sep 2024 |

**POSITION DESCRIPTION**

**Position Title:** Team Leader – Greater Western Sydney

**Work Level:** Team Leader

**Reports To:**  Manager, Community Partnerships and Population Programs

**Direct Reports:**  A small specialist team (1- 4 employees) + Project Volunteers (community members)

**Position Overview**

This is a pivotal role within ACON and the NSW HIV sector. The occupant must possess a well-developed understanding of Greater Western Sydney (GWS), particularly with lived experience of multicultural LGBTQ+ communities, along with knowledge of HIV and sexual health. Success in this role requires an understanding of the strategic context in which ACON operates as NSW’s largest and leading HIV and LGBTQ+ health promotion organisation.

In collaboration with the *Manager, Community Partnerships and Population Programs*, the *Team Leader – Greater Western Sydney*, is responsible for delivering programs and services in Greater Western Sydney and significantly contributing to ACON’s Multicultural Engagement Plan.

Strategically placed within the HIV and Sexual Health Division, this role acknowledges the intersection of ACON’s work with multicultural communities and its HIV and sexual health initiatives in Greater Western Sydney due to the area's cultural and ethnic diversity. The role will lead a small team of health promotion officers to develop, deliver, and evaluate a range of culturally safe and relevant health/sexual health promotion and community development programs and initiatives focused on LGBTQ+ multicultural people and communities, as well as LGBTQ+ individuals across Greater Western Sydney.

Key to the success of this role is the ability to work across multiple projects and divisions developing new relationships and partnerships with LGBTQ+ communities from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and LGBTQ+ communities of colour across NSW. A major focus is building awareness and trust around ACON and the services we offer within Western Sydney through community engagement and establishing a strong volunteer base.

**Main Activities**

* In collaboration with the unit Manager, use your lived experience and professional skills to plan, schedule, deliver and evaluate key activities, materials, and resources to achieve established community health goals and objectives in line with the ACON Business Plan and funded Key Performance Indicators (KPIs).
* Lead, guide and support a small team of Health Promotion employees and volunteers to:
  + Deliver workshops, programs, initiatives, and events for LGBTQ people living in Greater Western Sydney with a focus on culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and LGBTQ people of colour.
  + Develop, deliver, and evaluate a range of activities including online health promotion activities, forums, events, and other health education resources, aimed at reducing stigma and increasing sexual health literacy and the uptake of sexual health testing, treatment, and prevention services.
  + Provide volunteers with the skills, knowledge base and support to facilitate community development among LGBTQ communities from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, and people of colour.
  + Deliver key engagement activities to support multicultural LGBTQ communities and community leaders in Greater Western Sydney.
  + Develop a strong volunteer base and network within Greater Western Sydney.
  + Support the design, delivery, implementation and evaluation of recourses, programs, initiatives, and services listed as recommendations in ACON’s Multicultural Engagement Plan.
  + Develop and strengthen stakeholder and community relationships and partnerships, including referral pathways, services providers, and supporting community leaders.
  + Cooperate with ACON staff and community stakeholders in developing, accessing, and modifying program outputs to meet the needs of LGBTQ people from culturally, linguistically, and ethnically diverse, migrant and refugee backgrounds and LGBTQ people of colour.

**Main Activities** (continued)

* Support the development of policy discussion papers and grant submissions on health-related issues of importance to LGBTQ people from culturally, linguistically, and ethnically diverse, migrant and refugee backgrounds, LGBTQ people of colour and LGBTQ people living in Greater Western Sydney.
* Develop and maintain ACON’s relationships with a range of external stakeholders in the health sector and in the community to build health promotion partnerships and build capacity to effectively respond to the health, sexual health and other needs of LGBTQ people from culturally, linguistically, and ethnically diverse, migrant, and refugee backgrounds, LGBTQ people of colour and LGBTQ people living in Greater Wester Sydney.
* In collaboration with the unit Manager, identify and act on opportunities for improvement of existing programs/services and new opportunities for growth and funding of both multicultural work generally and work in Greater Wester Sydney.
* Track, deliver and acquit ACON’s commitments under funding contracts.
* Seek opportunities to promote ACON’s work with multicultural communities and in Greater Wester Sydney to strengthen its sustainability through grants and mutually beneficial community partnerships.
* 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.
* Actively participate in and contribute to unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Maintain appropriate and timely statistics, administrative records, and written reports.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).
* Demonstrate an understanding of and commitment to ACON’s broader communities, particularly people with HIV, and their needs.

**Selection Criteria**

**Essential:**

1. In-depth knowledge of the sexual health, support, and information needs specific to LGBTQ+ people living in Greater Western Sydney, with the ability to translate this knowledge into effective health promotion and peer education programs.
2. Proven understanding and/or lived experience of the broader health, support, and informational requirements of LGBTQ+ communities across NSW, particularly those from culturally, linguistically, and ethnically diverse backgrounds, including migrants, refugees, and people of colour.
3. High-level stakeholder management skills, with the ability to form strong relationships with internal and external stakeholders, including experience in developing new and strengthening existing partnerships across clinical, research, and community sectors.
4. Demonstrated experience in staff supervision, team leadership, performance evaluation, and program management.
5. Awareness and understanding of community engagement strategies, spanning digital and online engagement to community-based events and workshops.
6. Strong organisational skills, with the ability to meet deadlines, monitor budgets, and work individually or as part of a small team in a fast-paced work environment.
7. Demonstrated capacity to read and interpret relevant research, epidemiological, and behavioural data.
8. Evidence of full and current COVID-19 vaccination, in addition to any other vaccinations required to perform the role.
9. Current NSW driver’s licence.

**Desirable:**

1. Relevant qualifications in health, community development, adult education, or a related field.
2. Demonstrated experience and skill in the use of social media and other online tools and strategies, including knowledge and expertise in how to utilise these tools to build and strengthen community engagement in health promotion.

**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.