**Community Health Promotion Officer – Trans Health Equity**

**Are you passionate about advancing health equity for trans adults of all genders in NSW and across Australia? If you’re passionate about community, and improving health outcomes for trans people and (especially trans feminine communities) we want you!**

* This is a unique opportunity to join ACON’s Trans Health Equity team and support the development, implementation, and evaluation of evidence-based programs and initiatives that promote trans health and rights, trans-affirming practice, community strength, and equitable access to healthcare.

**What’s the Trans Health Equity Programs Team you say?**

Trans people of all genders and communities have particular health needs, and experience significant barriers to accessing the health education and care that they need. The need for a comprehensive and coordinated set of activities to address these health discrepancies is ongoing and urgent. ACON will continue to advance efforts to reduce health disparities and enhance strong health and gender euphoria for trans people of all genders and communities.

**Ok, so what’s the role?**

We are seeking a committed and creative person to support the development, implementation, and evaluation of Trans Health Equity Programs that aim to enhance health and wellbeing for trans adults across NSW.

In this pivotal role, you will be part of a team that aims to develop and implement evidence-based programs that address health disparities and improve access to information, community and health for all trans community members.

You’ll work in collaboration with your team and a number of stakeholders to improve the health and wellbeing of trans adults of all genders and communities in NSW and across Australia, focusing on a number of areas that include:

* Contributing to and promoting clear, easy and understood pathways for accessing care, information and support.
* Facilitating and enabling opportunities for enhanced trans community peer support, connection, gender euphoria and strength.
* Promoting affordable and available gender-affirming health care.
* Contributing to and promoting a trans-affirming, gender affirming and knowledgeable health sector.

**Who are we looking for?**

* Someone with an understanding of factors impacting the health and wellbeing of trans communities, especially transfeminine communities and a commitment to engaging these communities in NSW.
* A person who knows the gender affirming, general health, support and information needs of trans and gender diverse communities in Australia and a commitment to engaging these communities in NSW.
* Someone with experience in supporting health promotion projects/events and group facilitation especially in community health, education and support settings.
* A person with highly developed oral, organisational, and interpersonal skills, with demonstrated experience in community engagement and/or outreach.
* Someone with the demonstrated ability to network with a range of stakeholders, including health professionals, researchers, volunteers, community leaders, management, and other relevant organisations.

**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.

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**The ‘Nuts & Bolts’**

**Salary**: $69,924 to $72,891 (*Gross per-annum, PLUS* S*uperannuation and Leave Loading*) – commensurate with skills, qualifications, and experience.

**Location**: Gadigal / Sydney Office, with flexible working options a possibility (away from the office).

This position is open to everyone in NSW, located at the ACON Sydney Surry Hills Office. We offer a flexible working option with the ability to work from home, however we are looking for a person that can attend in-person meetings or community events and work from an ACON office when required.

**Hours:** Full -Time (70 hours per fortnight) on a 1-year fixed term contract (with the possibility of extension).

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 Adrian Mouhajer, Manager – Trans Health Equity, via email at [amouhajer@acon.org.au](mailto:amouhajer@acon.org.au). 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. 2 pages); and
3. Your *Resume* (max. 2 pages).

**Applications close: Sunday 17 November 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, Community Health | CHPO – Trans Health Equity | Oct 2024 |

**POSITION DESCRIPTION**

**Position Title:** Program Coordinator – Safety, Inclusion, and Justice

**Work Level:** Operational

**Reports To:**  Team leader – Trans Health Equity (Community Health)

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

**Position Overview**

This role will support the development and delivery of funded Trans Health Equity projects, including: The national TransHub expansion project, ACON’s suicide prevention project for trans people (binary and non-binary), TransVitality, the update for ACON’s *Blueprint to Improve the Health and Wellbeing of the Trans and Gender Diverse Community in NSW* and ACON’s collaboration with ASHM in developing a new trans affirming healthcare online learning module.

**Main Activities**

* Support the development and implementation of funded Trans health Equity projects to deliver program outputs that meet the needs of trans communities and improve health, access and equity.
* Supporting *Trans Vitality* through designing and facilitating workshop streams, supporting administration and intake processes, promoting the *Trans Vitality* toolkit and program to community.
* Supporting and contributing to the national expansion of TransHub, including copy writing, research, resource gathering, and collaborative editing with state and territory-based stakeholders, and any other peer-led contributions.
* Provide support and contribute to the update for ACON’s *Blueprint to Improve the Health and Wellbeing of the Trans and Gender Diverse Community in NSW.*
* Foster new and strengthen existing consultative and collaborative relationships with a range of internal and external stakeholders, including building and maintaining partnerships with community organisations, groups, networks, leaders, health and social services providers.
* Contribute to activities under ACON’s Reconciliation Action Plan Blueprint for Trans Health Equity, and Multicultural Engagement Plan.
* Develop and strengthen reciprocal relationships with local communities, stay up to touch with community needs and updates, especially priority demographics including regional and intersectional communities.
* Maintain appropriate and timely statistics, administrative records, and written reports.
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* 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.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria**

**Essential:**

1. Demonstrated understanding of trans and gender affirming health care processes, policy, general health, support and information needs of NSW trans and gender diverse communities.
2. Understanding of factors impacting the health and wellbeing of trans communities, especially transfeminine communities and a commitment to engaging these communities in NSW.
3. Demonstrated high level of understanding and consideration for diverse and intersectional communities, including First Nations, multicultural, disabled, and regional trans communities and how to equitably serve and meet their unique needs.
4. Professional and/or lived experience expertise in mental health support and suicide prevention, especially in supporting community and vulnerable and marginalised people.
5. Highly developed interpersonal and written communication skills; including the ability to write professional documents, proposals, briefings, and reports for a variety of audiences, strong group / meeting facilitation skills and stakeholder engagement skills.
6. Experience in group facilitation especially in community health, education and support settings.
7. Strong administration and organisational skills including computer literacy (Microsoft 365) and social media.

**Desirable:**

1. Relevant qualification or experience in health promotion and/or community development or associated fields and/or demonstrated depth of successful experience in working with trans people and communities.
2. An existing connection with LGBTQ+ community networks and/or ability to build professional relationships with a range of stakeholders, including health professionals, researchers, volunteers, community leaders, management, and other relevant organisations.
3. Demonstrated knowledge of health promotion/community development programs and/or peer education programs, including planning, implementation, monitoring, and evaluation.
4. Current NSW Drivers licence.

**Additional Information**

Applicants must be based in NSW and provide evidence of double Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

**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.