**Project Coordinator, Proud and Ready (Part-Time)**

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

**Now is your chance!**

* We are on the lookout for a compassionate and experienced Project Coordinator who will play a crucial role in leading the development, implementation and success of a new program, Proud and Ready, designed to empower LGBTQ+ women (cis and trans) from diverse communities, particularly those facing complex barriers to employment.
* This Part-Time position will work 35-hours per fortnight, commencing February 2025 until June 2026.

**Ok, so what’s the role?**

The Project Coordinator, Proud and Ready (Part-Time), will oversee key activities, including training, mentoring, and building pathways to employment. Their goal is to enhance both individual and community outcomes, and ensure their team is supported, while fostering an environment where staff welfare and development is prioritised. This includes providing mentorship, guidance and handling interpersonal dynamics to maintain a healthy, productive workspace, between the interns and the workplace. You will:

* Foster a supportive and inclusive working environment for both participants and staff, ensuring that individual welfare and development are a priority.
* Develop a robust monitoring and evaluation framework to track the progress and impact of the program, ensuring that key performance indicators (KPIs) are met, participant outcomes are measured, and continuous improvements are identified for future program enhancement.
* Build, lead and support a small team of interns to:
  + Increase the confidence and work readiness of LGBTQ+ women (cis and trans).
  + Deliver tailored support, training, and mentoring, with an emphasis on the unique barriers these women face in entering the workforce.
  + Create pathways to sustainable employment by equipping participants to gain the required skills and experience.

**Who are we looking for?:**

* An experienced project coordinator, looking to return to the workforce in a part-time capacity, with a minimum of 5 years’ experience in community-based projects, not-for-profit, non-government organisation or community sector, who has a proven understanding and/or lived expertise of factors impacting the health and wellbeing of LGBTQ+ women (cis and trans) and communities, and a commitment to engaging these women and communities in NSW.
* Someone with experience in ensuring staff welfare and fostering a supportive work environment, with a caring and inclusive approach.
* Demonstrated experience in supporting the learning and development of staff from diverse populations, team leadership, performance evaluation, and mentorship.

**What else can we tell you?**

ACON provides a diverse, 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**: $92,000.00 to $94,000.00 (*Gross FTE 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:** Part-Time (35 hours per fortnight), commencing February 2025 until June 2026.

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 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 Scott McNaughton, Manager, Community Partnerships and Priority Population Programs, via email at 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 12th January 2025**

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 and Sexual Health | Project Coordinator, Proud and Ready | Dec 2024 |

**POSITION DESCRIPTION**

**Position Title:** Project Coordinator, Proud and Ready (Part Time)

**Work Level:** Professional

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

**Direct Reports:**  No staff report directly to this position (*Indirectly, 4-6 employees*)

**Position Overview**

The Project Coordinator will play a crucial role in leading the development, implementation and success of the Return to Work Pathways Program (RTWPP), “Proud and Ready”, a new program designed to empower LGBTQ+ women (cis and trans) from diverse communities, particularly those facing complex barriers to employment. This position requires a compassionate and experienced individual who can address the unique needs of project participants and staff, while ensuring smooth project operations, from recruitment to reporting.

**About the Proud and Ready Project**

This project aims to reduce the obstacles LGBTQ+ women (cis and trans) face when entering or re-entering the workforce, with a focus on increasing work readiness. The Project Coordinator will oversee key activities, including training, mentoring, and building pathways to employment. Their goal is to enhance both individual and community outcomes, and ensure their team is supported, while fostering an environment where staff welfare and development is prioritised. This includes providing mentorship, guidance and handling interpersonal dynamics to maintain a healthy, productive workspace, between the interns and the workplace

**Main Activities**

* In collaboration with the unit Manager, plan, schedule, deliver and evaluate the Proud and Ready Program key activities, materials, and resources to achieve established objectives.
* Build, lead and support a small team of interns to:
  + Increase the work readiness and confidence of LGBTQ+ women (cis and trans).
  + Deliver tailored support, training, and mentoring, with an emphasis on the unique barriers these women face in entering the workforce.
  + Create pathways to sustainable employment by equipping participants to gain the required skills and experience.
* Assist unit Managers in the recruitment process, including the interviewing and onboarding process.
* Foster a supportive and inclusive working environment for both participants and staff, ensuring that individual welfare and development are a priority.
* Actively address interpersonal or team-related conflicts by utilising strong conflict resolution skills to ensure a harmonious and collaborative work environment.
* Develop a robust monitoring and evaluation framework to track the progress and impact of the program, ensuring that key performance indicators (KPIs) are met, participant outcomes are measured, and continuous improvements are identified for future program enhancement.
* Track, deliver and acquit ACON’s commitments under funding contracts.
* Maintain appropriate and timely statistics, administrative records, and written reports.
* In collaboration with the unit Manager, identify and act on opportunities for improvement of existing programs/services and new opportunities for growth and funding.
* 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.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria**

**Essential:**

1. Proven understanding and/or lived expertise of factors impacting the health and wellbeing of LGBTQ+ women (cis and trans) and communities, and a commitment to engaging these women and communities in NSW.
2. Minimum 3-5 years of experience in community-based projects, not-for-profit, non-government organisation or community sector.
3. Strong knowledge of project coordination including planning, implementation, monitoring, and evaluation.
4. Demonstrated experience in supporting the learning and development of staff from diverse populations, team leadership, performance evaluation, and mentorship.
5. Experience in ensuring staff welfare and fostering a supportive work environment, with a caring and inclusive approach.
6. Demonstrated organisational skills, ability to meet deadlines, monitor budgets, and work individually or as part of a small team within a fast-paced work environment.
7. High level communications skills, including computer literacy with the ability to use Microsoft word, excel and PowerPoint.

**Desirable:**

1. Relevant qualifications in health, social science, community development, adult education, or a related field.
2. Current NSW driver’s licence.
3. Recommended vaccinations against illness that may adversely impact ACON’s communities.

**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.