**Team Leader, Peer Education Programs**

**Ready to make a real impact in the LGBTQ+ communities of New South Wales?**

* We are seeking a motivated and passionate Team Leader to join the Peer Education team and play a vital role in implementing our programs for young Gay, Bi+, and Queer men!

**What’s Peer Education team?**

ACON’s Peer Education team is a diverse and dynamic team, focused on promoting the health and well-being of gay, bisexual and queer men who have sex with men (GBQMSM). This team delivers several unique projects throughout the year including peer education workshops, forums, initiatives, and outreach programs for GBQMSM, young GBQMSM and Asian GBQMSM, 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.

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

**What’s the role?**

The Team Leader, Peer Education Programs will develop, deliver, and evaluate peer education programs, resources, and initiatives tailored to the needs of GBQMSM in NSW. Success in this role hinges on your ability to lead new innovative programs, forge new partnerships and relationships through dynamic community engagement, and establish a robust volunteer base within the GBQMSM community. You will:

* Lead, guide and support a small team of Health Promotion employees and volunteers to 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.
* Develop and maintain a strong volunteer base and network.
* Lead the development of peer education initiatives that target specific populations based on up-to-date sexual health and HIV Surveillance data, integrating these into ACON’s broader peer-based programs.

**Who are we looking for?:**

* A motivated and experienced Team Leader with demonstrated skills in staff supervision, team leadership, performance evaluation, and a passion for the health and wellbeing of our communities.
* Someone with strong knowledge of health promotion and/or peer education principles and clearly demonstrated abilities in project coordination (planning, implementation, monitoring, and evaluation).
* Someone with a keen eye for detail, and outstanding written and verbal communication skills to excel in the planning, execution, monitoring and reporting on activities and campaigns.

**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**: $93,053.00 to $103,911.00 (*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:** 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 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 | Team Leader – Peer Education Programs | Dec 2024 |

**POSITION DESCRIPTION**

**Position Title:** Team Leader, Peer Education Programs

**Work Level:** Team Leader

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

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

**Position Overview**

In this role, you will grow and support a small but passionate team, committed to creating better health outcomes for GBQMSM. This role will work with and lead a team to provide peer education workshops, forums, initiatives, and outreach programs for GBQMSM, young GBQMSM and Asian GBQMSM.

**About the Peer Education Team**

ACON’s Peer Education Program is a highly focused team, devoted to promoting the health and well-being of gay, bisexual and queer men who have sex with men (GBQMSM). Through community engagement, this team develops the personal skills and knowledge within these communities to enable them to make informed choices about HIV and their broader sexual and general health.

**Main Activities**

Your responsibilities will include the development, delivery, and evaluation of peer education programs, resources, and initiatives tailored to the needs of GBQMSM in NSW. Success in this role hinges on your ability to lead new innovative programs, forge new partnerships and relationships through dynamic community engagement, and establish a robust volunteer base within the GBQMSM community.

* In collaboration with the unit Manager, 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 GBQMSM.
  + 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.
  + Develop and maintain a strong volunteer base and network.
* Lead the development of peer education initiatives that target specific populations based on up-to-date sexual health and HIV Surveillance data, integrating these into ACON’s broader peer-based programs.
* Ensure that all peer-based programs are inclusive of the needs of Transgender and Gender Diverse (TGD) populations and develop TGD specific programs as needed.
* Ensure that all peer-based programs are inclusive of the needs of the needs of GBQMSM from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds and GBQMSM of colour.
* Identify and act on opportunities to expand existing programs/services state-wide and seek new opportunities and partnerships for growth across the state through diverse means including digital and geographic outreach.
* Support the management of all physical, financial and human resources of the unit in accordance with unit business plans and budgets.
* Support ACON’s sexual health testing initiatives, including the provision of rapid HIV tests.
* Plan, schedule, deliver and evaluate ACON HIV prevention and health promotion initiatives activities/materials and budgets to achieve established goals and objectives in line with the ACON Strategic Plan and Business Plans.

**Main Activities** (continued)

* Continually build and enhance partnerships with agencies and external service providers (e.g. other HIV / LGBTI organisations, clinicians, researchers and Local Health Districts health promotion teams) to ensure effective, evidence-based responses to community issues.
* Cooperate with ACON staff, community stakeholders and clients in developing, assessing and modifying program services to meet the needs of the targeted client population, especially in ensuring that programs are adaptable and appropriate for regional and rural audiences.
* Administer, support, train and evaluate staff and volunteer workers, while ensuring they are properly onboarded and documented in accordance with relevant ACON policy & procedures.
* 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.
* 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.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria**

**Essential:**

1. Strong understanding of and commitment to ACON’s communities, particularly the sexual and other health issues and information needs of gay, bisexual and queer men who have sex with men, including young GBQMSM, Asian GBQMSM, and GBQMSM living with HIV, as well as all LGBTQ people and people living with HIV.
2. Strong knowledge of health promotion and/or peer education principles and clearly demonstrated abilities in project coordination (planning, implementation, monitoring, and evaluation).
3. Demonstrated skills in staff supervision, team leadership, performance evaluation and program management.
4. Sound stakeholder management skills and 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.
5. Good networking presentation and writing skills, and the capacity to liaise effectively with stakeholders and represent the organisation in the LGBTQ+ community.
6. Demonstrated capacity to read and interpret relevant research, epidemiological and behavioural data.
7. 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.

**Desirable:**

1. Current NSW driver’s licence.
2. Relevant qualifications in health, community development, adult education, or a related field.
3. 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.
4. 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.