

# 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)

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## 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.

# POSITION DESCRIPTION



## 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 Western 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 Western Sydney.
- ✓ Track, deliver and acquit ACON's commitments under funding contracts.
- ✓ Seek opportunities to promote ACON's work with multicultural communities and in Greater Western 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.

APPROVED: Director, HIV&SH	Team Leader – Greater Western Sydney	Sep 2024
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