

POSITION DESCRIPTION



Position Title: Project Coordinator, Proud and Ready
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).

APPROVED: Director, HIV and Sexual Health	Project Coordinator – Proud and Ready	Dec 2024
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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.

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