

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.

POSITION DESCRIPTION



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.