

POSITION DESCRIPTION



Position Title: Team Leader – LGBTQ+ Women’s Health Programs
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)

Position Overview

This position is responsible for leading a small team to ensure the development, delivery, and evaluation of a range health promotion programs, resources, and initiatives for LGBTQ women in NSW. Key to the success of this role will be the ability to develop new partnerships and relationships through community engagement and establishing a strong volunteer base among LGBTQ women.

Main Activities

- ✓ In collaboration with the unit Manager, plan, schedule, deliver and evaluate the LGBTQ Women’s Health Projects 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:
 - Peer-based health promotion programs, workshops, and initiatives for LGBTQ women,
 - Community development and empowerment initiatives with LGBTQ women and/or organisations and community groups,
 - Community engagement through participation at community events, festivals, and other relevant activities.
- ✓ In collaboration with our University partners – design, implement and coordinate peer-led community recruitment for the Bi-Annual SWASH survey.
- ✓ In collaboration with the Unit Manager, coordinate the planning, operation, and evaluation of the LGBTQ women’s cervical screening clinic, Check Out, including partnership discussions and planning, stakeholder management, staff supervision, reporting requirements and ongoing quality improvement processes.
- ✓ In collaboration with the Unit Manager, coordinate the administration ongoing grant management processes of ACON’s annual Community Partnership Grant Scheme.
- ✓ As required, organise, implement, and evaluate the bi-annual LGBTQ Women’s Health Conference in partnership with Thorne Harbour Health (including event management tasks, project management, partnership development, sponsorship, and programming).
- ✓ Lead the ongoing project management of the LGBTQ Women’s sexual health website, Word on the Sheets.
- ✓ 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 sexual and other health needs of LGBTQ women.
- ✓ In collaboration with the unit Manager, identify and act on opportunities for improvement of existing programs/services and new opportunities for growth and funding.
- ✓ Track, deliver and acquit ACON’s commitments under funding contracts.
- ✓ Seek opportunities to promote ACON’s work with women and strengthen its sustainability through grants and mutually beneficial community partnerships.
- ✓ 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).
- ✓ Understanding of and commitment to ACON’s broader communities, particularly people with HIV, and their needs.

Selection Criteria

Essential:

1. Understanding of factors impacting the health and wellbeing of LGBTQ women and communities, and a commitment to engaging these women and communities in NSW.
2. High level 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.
3. Demonstrated experience in staff supervision, team leadership, performance evaluation and program management.
4. Demonstrated knowledge of health promotion programs and/or peer education programs, including planning, implementation, monitoring, and evaluation.
5. Awareness and understanding of community engagement strategies, spanning digital and online engagement, to community-based events and workshops.
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. Demonstrated capacity to read and interpret relevant research, epidemiological and behavioural data.
8. Applicants must be able to provide evidence of full and current Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

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.
3. Current NSW driver's license.