

# POSITION DESCRIPTION



**Position Title:** Community Health Promotion Officer LGBTQ+ Disability Program

**Work Level:** Operational

**Reports To:** Manager, LGBTQ+ Health Equity

**Direct Reports:** This position does not have any employees reporting into it

---

## Position Overview

This role focuses on supporting the development, implementation and evaluation of a comprehensive coaching and support project for LGBTQ+ leaders with disability across NSW. The position will support the coordination and organisation of tailored training, peer leadership support groups, and individual coaching to enhance leadership capacity and reduce isolation amongst LGBTQ+ disability leaders, ultimately strengthening the broader LGBTQ+ disability community through sharing skills and sustainable community networking.

## About the *Coaching and Support for LGBTQ+ Leaders with Disability* Project

The *Coaching and Support for LGBTQ+ Leaders with Disability* Project aims to build upon the capacity and support of LGBTQ+ people with disability who are currently leading, or interested in leading, community-based initiatives. Through targeted skills development, peer support networks, and individual coaching, this project addresses the identified need for enhanced leadership support whilst reducing the isolation and burnout often experienced by LGBTQ+ disability leaders.

## Main Activities

- ✓ Coordinate and support the program manager with the development, implementation and evaluation of the Coaching and Support for LGBTQ+ Leaders with Disability Project.
- ✓ Organise individual coaching and support sessions for up to 15 LGBTQ+ disability leaders and engage qualified external coaches to enhance leadership capacity.
- ✓ Administer and coordinate the delivery of peer skills-based training in areas identified by participants, working with experienced external trainers and professionals to customise program content based on community-identified needs.
- ✓ Plan and organise the online LGBTQ+ Disability Leadership Group as a support to an experienced external peer supervisor.
- ✓ Foster collaborative relationships with LGBTQ+ disability leaders, existing ACON networks including the Disability Justice Social Group and Advisory Board members, and relevant stakeholders to build stronger community networks and learning opportunities.
- ✓ Maintain appropriate and timely statistics, administration records and written reports on program activities, participant engagement, satisfaction and outcomes.
- ✓ Comply with and contribute to work, health and safety policy objectives within the workplace, actively promoting a culture that prioritises healthy and safe workplaces for all.
- ✓ Actively participate in and contribute to building an effective and positive team culture, continuing professional development, information exchange and quality improvement activities; and an ongoing process of supervision, unit meetings, team meetings, and general staff meetings.
- ✓ Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

Selection Criteria

Essential:

- 1. A person living with disability and/or demonstrated experience working with people with disability, with comprehensive knowledge of the intersectional needs and issues that LGBTQ+ people with disabilities face.
- 2. Strong administrative and organisation skills with demonstrated understanding of health and community development projects, including:
  - o computer literacy and social media capability,
  - o experience coordination external service providers and contractors, and
  - o project administration and coordination.
- 3. Strong administration and organisational skills including computer literacy and social media capability.
- 4. High level written and oral communication skills, including the ability to negotiate with a range of stakeholders, and demonstrated ability to produce professional documents, briefings, and reports for diverse audiences.
- 5. Strong understanding of and commitment to ACON’s communities, particularly LGBTQ+ people with disability and people living with HIV.

Desirable:

- 1. Diploma or tertiary qualifications in a relevant field (such as community services, social work, health promotion, project management) or equivalent experience.
- 2. Knowledge of the disability sector including an understanding of the NDIS, disability advocacy organisations and accessibility requirements.
- 3. Recommended vaccinations against illness that may adversely impact ACON’s communities.

Additional Information

This is a part-time position available on a 12-month fixed-term contract.