

POSITION DESCRIPTION



Position Title: Director, Community Programs

Work Level: Executive

Reports To: Chief Executive

Direct Reports: Four

Position Overview

The *Director, Community Programs* provides strategic leadership to a multidisciplinary team delivering place-based community development, peer education, and health promotion initiatives. The Director leads ACON’s engagement with local sexuality and gender diverse communities across NSW, including those in metropolitan and rural areas.

The Director oversees community development activities that foster social connection for LGBTQ+ people and manages targeted health promotion programs that build knowledge and skills in areas such as HIV prevention, sexual health, and safety. These programs also address the needs of Aboriginal and Torres Strait Islander people, culturally diverse communities, regional populations, older LGBTQ+ people, and people with disability.

The role holds strategic and operational responsibility for the Community Programs Division, including strategic planning and prioritisation, program growth, stakeholder engagement, research and evidence integration, staff capability development, financial management, and risk and compliance.

The Director leads a division of up to 40 staff working across NSW, with most programs delivered in community settings using outreach models. Teams are based in Gadigal / Sydney, Awabakal / Hunter, Bundjalung / Lismore. The Director is accountable for ACON’s office operations in Awabakal / Hunter, Bundjalung / Lismore.

This position forms part of the ACON Senior Leadership Team and reports to the Chief Executive Officer.

About Community Programs

The Community Programs Division leads ACON’s community-level programming, bringing together teams focused on inclusive, health-promoting, and culturally responsive initiatives. The Division plays a central role in engaging communities and delivering programs that support the health and wellbeing of LGBTQ+ people.

Community Programs works in partnership with all ACON Divisions, particularly Peer and Client Services and Population Health. The Director serves as the organisational lead for community development and local health promotion practice and coordinates ACON’s offerings across Sydney and regional NSW.

Key activities within the Division include:

- Providing leadership in NSW’s HIV and sexual health response, including peer education and community engagement, particularly for gay and bisexual men.
- Implementing programs to improve safety for LGBTQ+ people.
- Conducting community development work focused on culturally and linguistically diverse communities, particularly in Western Sydney.
- Development and delivery of a range of health promotion programs and initiatives for LGBTQA+SB Aboriginal and/or Torres Strait Islander Peoples.
- Delivering support and social connection programs for older LGBTQ+ people, including the Aged Care Volunteer Visitors Scheme.
- Facilitating leadership programs for LGBTQ+ people with disability.
- Operating Needle and Syringe Programs.
- Distributing information across community groups, venues, and services.

APPROVED: Chief Executive Officer	Director, Community Programs	Aug 2025
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Position Key Result Areas

1. SOCIAL IMPACT, PROGRAMS AND PARTNERSHIPS.
2. STAKEHOLDER MANAGEMENT.
3. LEADERSHIP AND PEOPLE MANAGEMENT.
4. FINANCIAL AND RISK MANAGEMENT.

1. Social Impact, Programs and Partnerships

- Lead the strategic development and execution of community development, peer education and local health promotion strategies that advance health and connection for LGBTQ+ and PLHIV communities across NSW.
- Ensure alignment of programs with organisational priorities, NSW Health KPI's and other key funding contracts, and emerging community needs.
- Oversee the design, delivery, and evaluation of local health promotion and community development programs, ensuring they are evidence-informed, culturally responsive, and impactful.
- Monitor performance and community feedback to continuously improve engagement approaches and program effectiveness.
- Lead the implementation within the Division of ACON's Impact Strategy and Business Plan, Reconciliation Action Plan, Multicultural Engagement Plan and the Blueprint for Improving the Health & Wellbeing of the Trans & Gender Diverse Community in NSW.

2. Stakeholder Management

- Build and enhance relationships with internal and external stakeholders to ensure the delivery of effective, collaborative and evidence-based programs and services.
- Build and maintain strategic relations with funding bodies to support long-term program sustainability.
- Establish and maintain strategic partnerships with community organisations, government and non-government services.
- Work closely and collaboratively with all Directors and key stakeholders across ACON to ensure integrated and aligned approaches.
- Represent the organisation in key forums, networks, and consultations to advocate for community needs and influence policy and funding decisions.

3. Leadership and People Management

- Lead teams located across NSW to foster a culture of collaboration, innovation, and accountability.
- Lead and mentor managers of teams across NSW.
- Champion and role model a safe, inclusive, collaborative and values-aligned organisational culture.
- Provide leadership and support in the development and implementation of divisional and organisation-wide learning and development, and team building initiatives.
- Actively participate as a member of the Senior Leadership Team.

4. Financial and Risk Management

- Actively assist in securing stable resourcing for community programs to maintain and grow existing services.
- Ensure programs are delivered on budget, in compliance with organisational policies, procedures and delegations.
- Ensure financial accountability and transparency across the Division.
- Ensure appropriate compliance and risk management processes and procedures are in place and operational in the Division.

5. Other Responsibilities

- As directed by the CEO, undertake a range of projects / responsibilities to strengthen program and service efficiency and effectiveness.
- Champion the development and sustained implementation of diversity and inclusion initiatives in the workplace, actively promoting a culture that respects, celebrates and cultivates differences among staff and volunteers.
- Champion the development and sustained implementation of work, health and safety initiatives within the workplace, actively promoting a culture that prioritises healthy and safe workplaces for all.

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Selection Criteria

Essential:

- 1. Demonstrated experience in the design, delivery and evaluation of community development or health promotion programs.
- 2. Advanced skills in sustaining effective relationships and partnerships with community organisations and other services.
- 3. Experience managing budgets, developing business cases and overseeing funding submissions for investment in services and programs.
- 4. Advanced skills in cross cultural communication and practice.
- 5. Proven ability to build teams and develop the capability of staff and leaders.
- 6. Understanding of and commitment to ACON’s communities and Impact Strategy, particularly as it applies to rural communities and priority populations.
- 7. Current Australian Driver's Licence.

Desirable:

- 1. Demonstrated experience leading programs within a community organisation setting.
- 2. Previous experience working with LGBTQ+ communities or in HIV and sexual health prevention.
- 3. Recommended vaccinations against illness that may adversely impact ACON’s communities.