

POSITION DESCRIPTION



Position Title: Project Officer– Word on the Sheets

Work Level: Operational

Reports To: Team Leader, LGBTQ+ Women’s Health Programs

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

Position Overview

The Project Officer will play a pivotal role in the coordination and implementation of ACON’s health promotion project, *Word on the Sheets*, which aims to improve health outcomes for LGBTQ+ women across Australia. This position is responsible for coordinating day-to-day project activities, coordinating with stakeholders, ensuring timely delivery of project objectives, and maintaining effective communication across teams.

This project will build Australia's pre-eminent evidence-based online hub for accessible, inclusive and relevant sexual and reproductive health information for all LGBTQ+ women from diverse backgrounds that is endorsed and supported by key health, community and research stakeholders from across the country.

About the LGBTQ+ Women’s Health Programs Team

The LGBTQ+ Women’s Health Programs Team engage with our communities to develop the skills, knowledge and capacity of LGBTQ+ women and their communities to make informed choices about their sexual health and wellbeing. *Word on the Sheets* is an online hub for accessible, inclusive and relevant sexual and reproductive health information for all LGBTQ+ women from diverse backgrounds that is endorsed and supported by key health, community and research stakeholders from across the country.

Main Activities

- ✓ Develop and maintain detailed project plans, including timelines, deliverables, and resource allocations while identifying and mitigating risks and ensuring tasks and milestones align with the project goals.
- ✓ Collaborate with project staff and key stakeholders to design, implement, and evaluate a comprehensive online hub providing sexual and reproductive health information for LGBTQ+ women.
- ✓ Develop and maintain relationships with external stakeholders in the health sector and community to build health promotion partnerships, facilitate collaboration and enhance capacity to create targeted content that meets the health needs of LGBTQ+ women.
- ✓ Plan and execute community consultation activities to ensure the provision of culturally tailored information to LGBTQ+ community members, addressing issues such as sexual and gender identity, coming out, relationships, social connection, sexual health, HIV, cervical screening, and reproductive health with a focus on the specific needs of subgroups including Aboriginal and Torres Strait Islander individuals, culturally and linguistically diverse backgrounds, trans and gender diverse people, and those from rural and remote areas.
- ✓ 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.
- ✓ Provide support, if required, to ACON’s *CheckOUT* clinic and cancer screening and prevention campaign: <https://canwe.org.au/staying-healthy/cervical-screening/>.
- ✓ Maintain accurate records of project activities, decisions and outcomes to report the projects progress.
- ✓ Actively participate in and contribute to an ongoing process of 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).
- ✓ Have an understanding of, and commitment to, ACON’s broader communities, particularly people with HIV, and their needs.

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Selection Criteria

Essential:

1. Proven experience in project coordination, preferably in the health or community services sector.
2. Experience in effectively coordinating partnerships and engaging with stakeholders.
3. Demonstrated understanding of, and commitment to, the health and wellbeing of ACON's communities, particularly LGBTQ women.
4. Ability to work independently and as part of a diverse and collegiate team.
5. High level organisational and interpersonal skills including excellent written, presentation and oral communication skills.
6. Evidence of Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

Desirable:

1. Relevant qualifications in project execution, social science, health, sexual and reproductive health, adult education, community development or a related field.
2. Experience working with LGBTQ+ communities and/or women's health services.

Additional Information

This is a full time, fixed term funded position, with the possibility of extension.