



POSITION DESCRIPTION

POSITION TITLE:	Health Promotion Officer
PROGRAM:	Health Promotion
STATUS:	Part Time (30.4 hrs per week), Fixed Term (until 30 June 2026)
REPORTING TO:	Project Development Manager
LOCATION:	Adelaide 5000 and outreach at other locations across metropolitan Adelaide
CLASSIFICATION:	VAC/GMHC Employment Agreement April 2014, SCHADS/SACS Level 3. Thorne Harbour Health pays above award rates.

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health (THH) is a community-controlled health organisation governed by our members and accountable to the *communities we serve*.

THH began in July 1983 and for 40 years, the organisation has been a leader in the community's response to HIV and AIDS. THH has been delivering services in South Australia for ten years. THH aims to improve the health, social and emotional well-being of LGBTIQ+ communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

A world where our communities are healthy and live safely, with dignity and wellbeing.

Our Mission

To deliver community-led and culturally appropriate health and wellbeing programs informed by and responsive to our communities, always advocating to reduce stigma and discrimination.

The Communities We Serve

When we talk about 'the communities we serve', language matters. We use words in ways that acknowledge and demonstrate respect for the way we describe our bodies, genders, and relationships. The terminology our communities use is complex and evolving, and identities can shift and change over the course of a person's life. We now use the LGBTIQ+ acronym as a collective term, but not all see it as inclusive enough. At Thorne Harbour Health, the communities we serve are made up of unique people with diverse backgrounds and experiences who identify as lesbian, gay, bisexual, people with innate variations of sex characteristics, trans and gender diverse, non-binary, intersex, queer, other sexualities, gender bodily diverse people, and all people living with HIV. HIV continues to be important to us because it's where we began and will always be part of our communities' experience. While we remain committed to using and advocating for inclusive language and will endeavour to always describe people in the way they describe themselves, for the purpose of communication and accessibility of this strategic plan, we will use the term 'our communities' when referring to the diverse communities we serve.

This strategy is informed by our communities. We acknowledge the people we have lost to HIV, transphobia, homophobia, stigma, and discrimination. We acknowledge the learnings and guidance from our communities' elders and honour their legacy.

For more information on our organisation, please visit our website www.thorneharbour.org

2. PROGRAM CONTEXT, ROLE & FOCUS

The Health Promotion Program delivers a range of preventative and health promotion strategies targeting gay and bisexual men, men who have sex with men, people living with, at risk of, or affected by HIV and AIDS, and LGBTIQ+ populations more generally. The framework of Thorne Harbour Health education work is a combination of adult and peer education, health promotion, social marketing, community development, and cultural intervention. Health promotion strategies are implemented through Thorne Harbour Health's paid staff, volunteers and in collaboration with other agencies and community groups.

Members of the Health Promotion Team work in planning, developing, implementing, and evaluating the strategic plan of the program. They also contribute to the continuous improvement of the Program through the sharing of skills, knowledge and expertise with THH colleagues. These responsibilities are undertaken in accordance with Thorne Harbour Health objectives and values, within the strategic directions and policies set by the Board, and under the direction of the SA Director, Health Promotion, Policy and Communications, Director, South Australian Services, and the Manager of Health Promotion.

This role contributes to the development and implementation of health promotion activities.

3. POSITION ROLE AND RESPONSIBILITIES

The key roles and responsibilities of the Health Promotion Officer are as follows:

- Undertake responsibility for or contribute to priority population projects as directed and reporting on milestones and KPIs.
- Develop working partnerships with appropriate organisations and community groups as required.
- Liaise with a broad range of stakeholders.
- Develop, manage and implement a variety of events, forums, presentations, and workshops (online and face-to-face). Some work outside of regular business hours will be required.
- Collect, analyse, and report on evaluation metrics and contribute to project and event improvement plans.
- Exercise a high level of interpersonal skills and professionalism in dealing with clients, Thorne Harbour Health staff and volunteers, and other organisations.
- Participate in and contribute to regular internal and external meetings including but not limited to staff meetings, sector meetings, and training and professional development as required.
- Undertake any other relevant duties as directed by the Team Manager and the Director, South Australian Services.

4. KEY SELECTION CRITERIA

Qualifications

- Tertiary qualifications in a relevant field are required; or experience working in community development or with these priority populations is required.

Skills and experience

- High level writing and editing skills with an emphasis on clear communication.
- Demonstrated ability to work effectively as part of a multidisciplinary team to contribute to the development and delivery of health promotion strategies, and to maintain and foster professional, harmonious working relationships that contribute to a motivating work environment.
- A proactive approach to work duties and a willingness to contribute and collaborate with other portfolios within the HPP.
- An intersectional understanding of LGBTIQ+ and HIV+ communities, their social scenes and networks, and issues facing them.
- Demonstrated experience and understanding of developing and implementing culturally appropriate community engagement and community development activities, with a focus on social marketing campaigns, resources, collateral, events, forums and workshops, and the involvement of key stakeholders and the utilisation of volunteers.
- Excellent interpersonal skills.
- Willingness to work outside of conventional working hours and conduct outreach activities.
- Demonstrated ability to achieve program KPIs and work according to deadlines.
- An interest and commitment to working with people from LGBTIQ+ communities, and people living with or affected by HIV.
- A current South Australian Driver Licence.

Desirable

- Previous experience working with LGBTIQ+ and/or HIV+ communities and/or individuals within a health or community services setting.
- An understanding of, and affinity with, the communities we serve.

5. CONDITIONS OF EMPLOYMENT

- Salary is paid in accordance with the VAC/GMHC Employment Agreement 2014. The classification for the position is SCHADS Award/SACS Level 3 Pay range.
- Salary packaging is available at Thorne Harbour Health. It is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee.
- Employer's contribution to superannuation will also be paid.
- Conditions of employment are as stated in the VAC/GMHC Employment Agreement 2014.
- The position is for 30.4 hours per week.
- Completion by Thorne Harbour Health of a satisfactory police check.
- Evidence of a valid Working with Children Check.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.

- Candidates must have full working rights in Australia and may be required to provide proof of this eligibility.

6. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive high quality supervision on a regular basis. This role is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent via our [job ad listing in Employment Hero](#).

For further enquiries please contact: Nikki Sullivan, Project Development Manager on 0433 395 567 or Nikki.sullivan@thorneharbour.org

Applications close on Monday, 22 September 2025.

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.