**ACON is here to improve the health of the LGBTI community.**

**Why work for ACON?**

ACON is an inclusive employer offering a colourful, nurturing and fun workplace.

Diversity and inclusion are at the core of who we are, they are strengths that we celebrate and demonstrate through our workforce and the delivery of all of our programs and services.

Our staff and volunteers are the foundation for our ongoing effectiveness and we are committed to their professional development and engagement. Our philosophy is “Employability for Life.” We don’t just help you excel at this job, we also help to build capabilities that support your future career development.

In addition, we offer flexible working arrangements and generous array of entitlements above and beyond the National Employment Standards (NES) including:

1. an **extra week of paid leave** to be taken during our Christmas and New Year’s shutdown period
2. **12 days of paid personal leave** per year (10 days under NES)
3. **3 months Long Service Leave of at 10 years of service** (2 months at 10 years under NES)
4. **Five days of paid bereavement/compassionate leave** (2 days under NES)
5. **12 weeks paid parental leave** in addition to the government arrangement
6. **Paid Additional Health Care Leave** for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave).
7. **Option to purchase additional Annual Leave** beyond the 4weeks mandated
8. **Education Leave** by negotiation
9. **Employee Assistance Program (EAP)** - Access to a comprehensive counselling service free to employees
10. **Salary Packaging** up to $30,000 gross up value (ie currently up to $15,899 tax free)

**How do I apply?**

You only need to email us three documents in MS-Word or PDF format at [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

**1) An ACON Application Form**

*You can download this at www.acon.org.au*

**2) Your Cover Letter**

*You should use your cover letter to tell us how you meet each of the Selection Criteria in the Position Description. Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.*

**3) Your Resume**

*Tell us about your previous employment and your education. Be sure to include:*

* *Your* ***Name*** *and* ***Contact details***
* *Your* ***Education*** *including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.*
* *Your* ***Work Experience*** *including jobs, internships, and volunteer work. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.*

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-2 business days acknowledging receipt of your application. Your application will then be reviewed and we will contact you within 1-2 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview.

Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion. Don’t get discouraged if you do not get an interview - you can always apply again when we have another job that catches your eye!

If interviewed, you will be informed of your interview outcome within 5 working days; however this may vary depending on the number of applicants.

**Position Title:** Program Manager, Pride in Sport  
**ACON Pride Inclusion Programs**

**Work Level:** Manager

**Reports to**

Director, ACON’s Pride Inclusion Programs

**Direct Reports**

This position does not currently have any direct reports

**Position Overview**

Pride in Sport is Australia’s national support program for all aspects of LGBTI inclusion within Australian Sport and the publishers of the world-first Pride in Sport Index; a national benchmarking tool designed to determine and shift practice in this important area of Diversity & Inclusion. This program sits within ACON’s Pride Inclusion programs alongside Pride in Diversity and Pride in Health & Wellbeing. The role provides significant career opportunities for a highly engaged, autonomous and proactive professional in not only developing the program throughout its early days but in growing its reach and impact in Australia.

As Pride in Sport is still in its early stages of growth, this position places significant focus on, program strategy implementation and business development while undertaking proactive relationship management alongside the provision of consulting advice (including strategy development), training, speaking and the production of resource materials. Both training and public speaking skills are essential.

This role incorporates active participation within the sport industry inclusive of community events advocating for LGBTI inclusion. Given that a love of sport and an understanding of it role within Australian society is critical to this role; it is ideally suited to those with experience in sport either as a participant or with a sports administration background.

**Main Activities**

* Proactively build and enhance strategic relationships with members and key stakeholders (including community sports) to ensure value, ongoing satisfaction and engagement with the program
* Increase membership and build sponsorships via targeted canvassing of sporting organisations, corporate & government groups and teams
* Assist member organisations to develop strategic plans for inclusion aligned to current best practice as identified within the Pride in Sport index
* Develop resource materials for member distribution, hold roundtables for the discussion of best practice and deliver WebEx sessions to member employees to build awareness and education
* Develop a thorough understanding of the research surrounding LGBTI inclusion (or the lack of) within sport, its impact and the need for visible inclusion initiatives.
* Look for opportunities to speak at events, conferences or write on the topic of inclusion in sport.
* Participate in the Pride in Sport advisory meetings providing updates on program development and delivery as requested in additional to industry and community events advocating for inclusion.
* Maintain the Pride in Sport Facebook page and twitter feed with a solid understanding and adherence to ACON’s social media policy.
* Execute on Pride in Sport strategy building on program credibility as one of the leaders in LGBTI inclusion with Australian sport.
* Participate in divisional team meetings, programmatic management meetings, marking of annual index submissions and other divisional events as and when required.
* Manage your portfolio of members with accurate and timely records.
* Perform other duties to assist with the work of the Pride in Sport as requested by your Director (or designate).

**Selection Criteria:**

## ***Essential:***

* Business development, sales or *start-up* experience with proven ability to secure funding, sponsorships and pro-bono support
* Proven ability to write and execute strategies
* Proven proactive relationship management skills
* Ability to work across Corporate, Government and Community Sports (ie. Proud 2 Play, Vic Health, Dept of Sport & Recreation, Australian Human Rights Commission & Sport Australia).
* An understanding of National and State sporting organisations, professional clubs, university sport and current areas of diversity focus within sport
* An understanding of diversity initiatives within Australian sport in addition to typical areas of resistance
* Exceptional writing and presentation skills with a proven ability to develop resource materials, write publications (or similar)
* Experience in the delivery of training or public speaking.
* Ability to travel nationally on a semi-regular basis to assist member organisations or to attend relevant sporting events.
* Ability to work with a diverse range of people and personalities at all levels of seniority alongside an ability to juggle high levels of engagement and sustained periods of administration.
* Strong working knowledge of Microsoft Word, Excel and PowerPoint.
* Ability to work comfortably in a fast-paced, constantly changing office environment where jobs may overlap and team collaboration and engagement is essential.

## ***Desirable:***

* Familiarity with the unique challenges faced by Trans & Gender Diverse people within sport
* Experience in the strategic development or delivery of LGBTI inclusion initiatives
* Familiarity with Sporting diversity strategy development
* Experience participating in sport at an elite level or within sports administration.

**Additional Information**

This is a full time position (38 hours/week) offered on a three year contract.

The salary range for this position is negotiable - commensurate with skills and experience. You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

For further information regarding this position, please contact Dawn Hough, Director, ACON’s Pride Inclusion Programs, on 02 9206 2000.

**Applications close 5pm Saturday, 20 October 2018.**