

Project Officer – Man2Man Program (part-time)

Position Description

Award Classification:	CSA Level 4
Availability Salary Packing	Salary packaging is available.
Hours of Work:	Part-time (19 hours per week)
Duration:	Ongoing, subject to available funding
Immediate Supervisor:	Coordinator – Man2Man (M2M) Program
Location	Hobart, Tasmania 7000

FUNCTION:

To deliver health promotion and related information to gay men and other men who have sex with men that leads to the prevention of HIV transmission; reduced incidence of other sexually transmitted infections; and promotes wellbeing.

PRIMARY TASKS:

- Provide sexual health information and referrals to gay men and other men who have sex with men, including the use of peer-based on-line chat sites; (Note: This position requires the incumbent to participate in environments displaying sexually explicit materials)
- Support the Coordinator – M2M Program in the development and implementation of health promotion campaigns;
- Coordinate contributions for the production of the Man2Man magazine;
- Coordinating and monitoring content of the m2mtas.com website;
- Provide interim support to clients of the HIV Care and Support Program as required;
- Contribute to organisational efforts to achieve and maintain quality improvement accreditation; and
- Other duties as directed by Chief Executive Officer or delegate.

WORKING ENVIRONMENT:

TasCAHRD is an accredited, not-for-profit, community based organisation that promotes teamwork, continuous quality improvement and stakeholder involvement.

TasCAHRD is a non-smoking and Equal Employment Opportunity workplace.

SUPERVISION AND REPORTING:

- Duties are to be performed under the broad direction of the Coordinator – M2M Program
- Attendance at staff meetings and detailed written reports to the Coordinator – M2M Program and at times, the Chief Executive Officer will be required
- Attendance at relevant meetings will be required.
- Position subject to annual performance and development reviews
- Reporting in accordance with the TasCAHRD Business Plan and Service Agreements

SELECTION CRITERIA:

Essential

1. Demonstrated understanding of the health, social and legal issues affecting gay men and other men who have sex with men;
2. Experience in the development and implementation of community-based health promotion campaigns.
3. High level written and verbal communication skills and demonstrated ability in communicating with a variety of stakeholders in a non-judgemental manner;
4. Demonstrated ability to utilise contemporary information technology for information management, communication and data collection/analysis; (Including programs such as MS Word, Excel & Outlook as well as web-based applications)
5. Demonstrated capacity to work autonomously and as part of a team;
6. Demonstrated skills in effective time management;
7. Ability to work outside regular working hours.

Desirable

8. Previous experience in health promotion targeting gay men and other men who have sex with men.
9. Relevant tertiary qualification;
10. Current drivers licence.