

## Position Description

### Coordinator, AIDS Awareness Week

POSITION DETAILS	
<b>Position Title:</b> Coordinator : AIDS Awareness Week	<b>Classification:</b> SACS Level 5 , \$29.39 per hour, casual rate
<b>Reports To:</b> Chief Executive Officer	<b>Date Created:</b> July 2010
POSITION CONTEXT	
Organisational Overview	<p>The AIDS Council of SA (ACSA) has maintained a leading role in the community response to HIV/AIDS in South Australia for twenty five years. We have a strong commitment to reducing health inequities amongst our communities and to preventing the transmission of HIV and STI's.</p> <p>ACSA advocates for strengthening of primary health care services, such as the prevention of disease and the promotion and development of good health. We seek to protect and promote the health of our communities and to address individual and population health problems at an early stage. We promote the empowerment of individuals and communities and their greater involvement in how their health care is developed and delivered, and in how their health and wellbeing is shaped. We promote continuity of care, health promotion and education, integration of prevention with care, and a concern for population as well as individual health.</p> <p>ACSA supports peer based education and has an affirmative action policy for people living with HIV/AIDS. Affected communities remain integral to the work of ACSA, and this is reflected at all levels across the organisation : members of the gay , lesbian , bisexual and transgender (collectively GLBT) , HIV positive, injecting drug use and sex worker communities serve as volunteers, staff, management, Board Members and Program Committee members. ACSA is an equal opportunity employer, with an affirmative action policy for people living with HIV/AIDS.</p> <p>1 December 2009 marks World AIDS Day. In 1988, the World Health Organization (WHO) declared the first World AIDS Day in an effort to raise public awareness about HIV/AIDS issues, including the need for support and understanding for people living with HIV/AIDS. The day is also an opportunity to highlight the need for continued development of education and prevention initiatives.</p>

Over the past 21 years, World AIDS Day has been established as one of the world's most successful commemorative days. It is now recognised and observed by millions of people in more than 190 countries around the globe. In South Australia, the partnership between community and government agencies organise a series of events to raise awareness of HIV/AIDS among the community. These include the Walk for AIDS, Red Ribbon Day ,the Candlelight Memorial and ecumenical services.

### PRINCIPAL TASKS

- Attend AIDS Awareness Week Committee meetings
- coordinate World AIDS Day / AIDS Awareness Week activities at a local level and act as liaison officer for national promotions
- involve community groups and organisations in the development and implementation of World AIDS Day and AIDS Awareness Week activities
- in conjunction with the CEO, negotiate the promotion of World AIDS Day / AIDS Awareness Week with print and electronic media
- in conjunction with the CEO negotiate fundraising and sponsorship arrangements for activities and events associated with World AIDS Day / AIDS Awareness Week
- coordinate the Walk for AIDS and Red Ribbon Day
- recruit and induct volunteers to resource World AIDS Day / AIDS Awareness Week activities
- produce a final report to the ACSA Board following the completion of AIDS Awareness Week

### SELECTION CRITERIA

- Sound understanding of, demonstrated sensitivity towards and willingness to work with, gay and same sex attracted men, people living with HIV/AIDS, the GLBT community, sex workers, people who inject drugs and their sub cultures.
- Excellent interpersonal skills, including demonstrated history of maintaining and fostering professional, harmonious working relationships.
- experience in marketing, promoting and organising public events
- Ability to write and speak clearly and concisely.
- exceptional organisational skills including the ability to perform well under pressure

- Demonstrated ability to work effectively as part of a number of multi-disciplinary, collaborative teams, as well as the ability to work independently with minimal supervision
- experience in recruiting, training and supporting volunteers
- experience in liaising with community groups, government agencies, media, arts and entertainment organisations and businesses
- Passion and respectful curiosity.

**HOURS AND CONDITIONS**

This position is offered on a casual contract basis at SACS Level 5, for a total of 200 hours during the period 6 September 2010 to 11 December 2010. A 20% pay loading is offered in lieu of all leave entitlements; hourly rate of pay is \$29-39. . The position is subject to conditions of employment in ACSA's "Terms and Conditions of Employment", "Enterprise Bargaining Agreement 2007", "SACS Award" and current "Procedures and Policies

**APPROVED 15 July 2010**

**Chief Executive  
Officer**

Shane Dinnison

Signature

