



## SCARLET ALLIANCE - APPLICATION KIT

**International Project Officer (Timor Leste) part-time (0.4) – 2 days per week, Sydney\***. Fixed term until June 30, 2014.

\* Experienced applicants seeking to work from an established home office outside of NSW will be considered.

### **TO APPLY:**

1. Read the attached information outlining the position description, criteria, terms and conditions for employment.
2. Complete your application by including:
  - **At least one page addressing the selection criteria** (see page three for a list of the criteria).  
Under each criterion write any relevant knowledge, skills, abilities, training and experience to demonstrate you meet that criterion. You can give specific examples where you have used your skills and abilities, which relate to the specific criterion. Where the criterion asks for 'demonstrated' knowledge you must show and explain that you have this knowledge (as briefly as possible). If you fail to clearly illustrate that you have this knowledge it will be assumed that you do not meet that criterion.
  - **A copy of your curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Scarlet Alliance endorses an affirmative action policy which promotes sex work experience as an essential selection criterion. Information provided by applicants will be kept in the strictest confidence and viewed only by the interview panel.
  - **Two professional referees** The name, email, and/or telephone contact details of two professional referees who can be contacted for a confidential verbal reference.
3. Send or email your application to:  
  
Email - [ceo@scarletalliance.org.au](mailto:ceo@scarletalliance.org.au)  
or  
post - Confidential, The Chief Executive Officer, Scarlet Alliance,  
PO Box 2167, Strawberry Hills NSW 2012.

**Applications Close:** Applications addressing the selection criteria along with a current C.V. and at least two (2) referees must be received by **close of business on 18th January, 2013.**

***Note: if you are interested in the position but unsure whether you meet the selection criteria please call Janelle on 02 9690 0551 to discuss***

**POSITION TITLE – International Project Officer (Timor Leste) (part-time 0.4 - 2 days per week), Sydney\***. Fixed term position ending 30<sup>th</sup> June, 2014.

\* Experienced applicants seeking to work from an established home office outside of NSW will be considered.

**PROJECT DESCRIPTION**

Scarlet Alliance, as a sex worker organisation, and as an Australian HIV/AIDS organisation, undertakes project activities in a range of countries, according to agreed plans, to assist in strengthening the capacity of individual sex workers and sex worker networks in the Asia-Pacific region to actively participate in national and regional responses to HIV.

Scarlet Alliance has a partnership project in Timor Leste with Scarlet Timor Collective, the sex worker network, and Fundasaun Timor Hari'i (FTH), a local non-governmental organisation that works with communities to help prevent the transmission of HIV and STIs. There are two sex worker staff employed in-country.

The project aims to provide capacity development activities to further build advocacy and leadership skills enabling effective high level national advocacy and representation, and enable Scarlet Timor Collective to develop and deliver advocacy and activities to address sex workers' needs and issues, including stigma and discrimination.

The project will provide training and workshops, and mentoring and support for Scarlet Timor staff, Steering Committee and sex worker advocates to:

- Identify emerging key advocacy issues for sex workers, document evidence and deliver advocacy into the national HIV response, and relevant forums;
- Deliver Scarlet Timor's advocacy workshops to stakeholders to reduce stigma and discrimination; and
- Strengthen the governance of Scarlet Timor Collective, and gain NGO registration.

**ORGANISATION DESCRIPTION**

Scarlet Alliance, the Australian Sex Workers Association Inc., is the national peak body representing sex workers and sex worker organisations, projects, groups and networks. Scarlet Alliance conducts projects in Australia and internationally. The office is staffed by the Scarlet Alliance CEO, and small part-time project teams including the Migration Project Manager, International Program Manager and Finance/Administration staff.

**ORGANISATIONAL RELATIONSHIPS**

This position is responsible to the Scarlet Alliance International Program Manager and the Chief Executive Officer.

This position may be responsible for supervision, training and mentoring of staff and/or volunteers.

**RESPONSIBILITIES**

All duties conducted are to be guided by the Scarlet Alliance objectives.

The International Project Officer role, working in Timor Leste and Australia, will act as a representative of Scarlet Alliance, within the authority delegated to this role, and will:

- Plan and implement project activities that support the capacity building of the sex worker collective and staff, and strengthen the governance of Scarlet Timor Collective
- Undertake partnership building and capacity building activities with existing and potential partners and local sex workers
- Regularly communicate with and provide supervision to the in-country staff
- Provide workshops and training, and mentor and facilitate sex workers to identify key issues, document and deliver evidence, and develop advocacy responses
- Assist sex workers to convene sex worker community meetings and document self-identified needs
- Support preparation, and delivery of sex worker advocacy into national forums, including within the national HIV response through CCM and NACS meetings
- Work with sex workers to provide advocacy workshops to reduce stigma and discrimination, increase awareness of sex worker issues, and build linkages with key stakeholders
- Support preparation toward sex worker representation at regional forums
- Record and report on project activities and outcomes
- Ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures including Scarlet Alliance's Child Protection Policy
- Conduct other duties as directed.

## **TRAINING**

Orientation and handover by other staff is offered for this position.

## **POSITION LOCATION**

The position is based at the Scarlet Alliance Sydney office, however, experienced applicants seeking to work from an established home office outside of NSW will be considered.

This position requires extended intervals of international travel and work in other countries.

Some evening and weekend work and interstate travel may also be required.

## **SALARY & CONDITIONS OF APPOINTMENT**

This position is offered subject to ongoing funding or organisational change and is offered for a fixed term ending on 30th June, 2014.

The position will be paid at the equivalent of pro-rata (0.4) of the Social, Community, Home Care and Disability Services Industry Award 2010 Level 5 (\$58,687.20) per year and subject to the National Employment Standards.

## **KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities):**

### ***Essential***

1. Sex work experience and demonstrated understanding of sex worker issues.
2. Demonstrated understanding of the principles of health promotion and sex worker peer education. Experience in providing sex worker peer education.
3. Demonstrated understanding of the principles of sex worker community development and demonstrated sex worker community development experience.

4. Experience in planning and implementing training and community education to a diverse range of participants.
5. Knowledge and experience of the Australian response to HIV and AIDS.
6. Knowledge of community based organisation's governance mechanisms and approaches.
7. Effective oral and written communication skills; organisational, time-management and reporting skills; and the ability to work with minimal supervision.
8. Demonstrated cross-cultural skills and knowledge and demonstrated knowledge of culturally appropriate work practices.
9. Ability to develop and foster networks and collaborate with a range of stakeholders.
10. Demonstrated ability to work collaboratively and as part of a small team.
11. A desire and willingness to work with sex workers and People Living with HIV.

***Desirable (but not essential)***

1. Language skills relevant to Timor Leste.
2. An understanding of international development and the ways these practices might impact on country and regional HIV prevention and responses.

Note: This Position Description includes an attached copy of Scarlet Alliance's objectives.

## MISSION STATEMENT

**Through its objectives, policies and programs, Scarlet Alliance works to achieve equality, social, legal, political, cultural and economic justice for past and present sex workers in order for sex workers to be self-determining agents, building their own alliances and choosing where and how they live and work.**

### 3. OBJECTS

The objects for which Scarlet Alliance is established are:

- (a) To promote the civil and human rights of past and present sex workers and to work toward ending all forms of discrimination against them;
- (b) To lobby for legal and administrative frameworks which do not discriminate against sex workers;
- (c) To challenge any government at any time when and where it implements legislation, regulations, rules, policies or law enforcement practices which are discriminatory and/or repressive to the rights and autonomy of sex workers;
- (d) To actively promote the right of all sex workers to work in whatever area of their chosen occupation, including street, brothel, escort, private and opportunistic work;
- (e) To actively work towards guaranteeing the right of all sex workers to optimum occupational health and safety provisions. This will promote conditions where safe sex and general health knowledge can be converted to safe work practices. Furthermore, challenge any legislation, policy or process which does not so promote the rights of the worker;
- (f) To strive to eradicate sex worker stereotypes and stigmatisation in the popular consciousness and to communicate the diversity of ideas, opinions and aspirations of past and present sex workers;
- (g) To liaise with international sex worker rights groups in the development of regional and international networks, programs and objectives;
- (h) To support sex workers and sex worker organisations to become more politically active;
- (i) To enhance the capacity of sex workers to participate in advancing their rights and build networks & organisations;
- (j) To gather and disseminate sex industry related information to members;
- (k) To play an active role in Australia's response to HIV/AIDS, including supporting peer education and harm reduction strategies for sex workers;
- (l) To provide training and education on issues relating to the Australian sex industry and the migration of sex workers into Australia; and
- (m) To present up to date information on sex work issues at national and international forums.

These objects are undertaken in order to advance sex worker rights.