



SCARLET ALLIANCE - APPLICATION KIT

National Training & Assessment Program Coordinator, part-time (0.6) - 3 days per week, Sydney *

*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. Post or email your application to:

Email - ceo@scarletalliance.org.au or
Post - Confidential, The Chief Executive Officer, Scarlet Alliance,
P. O. 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 or unsure of the meaning of terminology used please call Janelle Fawkes on 02 9690 0551 to discuss

**POSITION TITLE – National Training & Assessment Program Coordinator
(part-time, 0.6 – three days per week), Sydney ***

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

POSITION OBJECTIVES

The Scarlet Alliance National Training and Assessment Program (SANTAP) aims to increase the workforce development of, and number of, trained and qualified sex worker peer educators. This position coordinates the timely and effective implementation of all program activities.

The program has two parts:

1. National Peer Educator Assessment Project – qualified peer assessors guide applicants (sex worker peer educators) through an extensive recognition of prior learning process to achieve a National Diploma qualification; and
2. National Peer Educator Training Project – a new project to develop and implement an on-line training package for peer educators.

The Scarlet Alliance National Training & Assessment Program is partnered with an external Registered Training Organisation (RTO).

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 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 Scarlet Alliance National Training & Assessment Coordinator will:

- Assess, and coordinate the assessment, of sex worker peer educators for a Diploma of Community Development qualification, including:

- Review and implement changes to the National Peer Educator Assessment Project Tools, guides and resources, as necessary;
- Match and assign assessment candidates with assessors and liaise with candidates, assessors and the Registered Training Organisation during the assessment process;
- Assess Peer Educators and liaise with other assessors and candidates;
- Facilitate the Assessors Network, including moderating the E-list and coordinating meetings.

- Develop, coordinate and implement a new National Peer Educator Training Project;

- Develop National Peer Educator Training modules and resources;
- Prepare and maintain resources for the web-based learning platform;
- Support sex worker peer educator applicants to undertake and complete the training modules.

- Promote the Scarlet Alliance National Training & Assessment Program (SANTAP) amongst the Scarlet Alliance membership.

- Liaise between the Registered Training Organisation (RTO) and Scarlet Alliance; document and track progress of training and assessments.
- Ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures.
- Provide reports and presentations as required.
- Other duties as directed.

TRAINING

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

POSITION LOCATION

The position will be based at the Scarlet Alliance Sydney office*, and may require travel and work outside Sydney. Some evening and weekend work may also be required.

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SALARY & CONDITIONS OF APPOINTMENT

This is a permanent position offered subject to ongoing funding or organisational change. The position will be paid at the equivalent of pro-rata (0.6) of the Social, Community, Home Care and Disability Services Industry Award 2010 Level 6 (\$65,642.72) 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 the principles of human rights and sex worker rights
2. At least **one** of the following:
 - Demonstrated experience in a training development role
 - Demonstrated knowledge of the training sector
 - Demonstrated willingness and ability to undertake these duties
3. Familiarity with training/assessment approaches and Vocational Education and Training (VET) approaches OR a demonstrated commitment to developing skills and knowledge in these areas
4. Demonstrated understanding of the benefit of informal peer education between sex workers at work and the role of sex worker peer educator staff of sex worker projects or organisations
5. Self motivation to learn and improve skills and pass skills on to others
6. Strong written communication and oral communication skills
7. Demonstrated capacity to plan and prioritise work and use initiative to problem solve and achieve outcomes

8. Demonstrated project coordination skills or demonstrated capacity to undertake this aspect of the role
9. A desire and willingness to work with sex workers, people who speak English as a second language, and people living with HIV

Desirable (but not essential)

10. Certificate IV in Training and Assessment
11. Scarlet Alliance Diploma of Community Education of Community Development qualification

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.