



SCARLET ALLIANCE - APPLICATION KIT

Chief Executive Officer part-time (0.8 FTE - 4 days/week) Sydney

TO APPLY:

- Read the attached information outlining the position description, criteria, terms and conditions for employment.
- 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.
- Email your application to:

Email - ceo@scarletalliance.org.au

Applications Close: Applications addressing the selection criteria along with a current CV, examples of your work and at least two (2) referees must be received by **5pm on 3 February, 2016.**

Note: if you are interested in the position but unsure whether you meet the selection criteria please call Janelle Fawkes on 0411 985 135 to discuss

POSITION TITLE: Chief Executive Officer part-time (0.8FTE – 4 days/week) - Sydney

ORGANISATION DESCRIPTION

Scarlet Alliance, 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.

ORGANISATIONAL RELATIONSHIPS

This position is responsible to the Scarlet Alliance Executive.

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

POSITION DESCRIPTION

This position provides leadership and management to the organisation and involves working cooperatively with a multi disciplinary team. All duties conducted are to be guided by the Scarlet Alliance objectives.

The Chief Executive Officer will:

- Provide leadership to the organisation.
- Manage all aspects of the organisation's funded activities and maintain the organisation's mission, vision and core values.
- Ensure that the organisation's funds are used in accordance with contractual agreements, annual budgets and direction from the Executive.
- Act as an ex-officio Executive member, providing advice on matters including strategic direction, policy, program development, management practices and organisational performance.
- Report regularly,(including to the Executive) on human resources, financial and representational activities; particularly drawing early attention to issues that fall within the Executive's governing responsibilities, or present a potential risk to the organisation.
- Establish and maintain professional relationships with relevant stakeholders.
- Other duties as directed by the Executive.

PRIMARY RESPONSIBILITIES

Advocacy:

- Represent Scarlet Alliance on panels, at conferences, forums and on committees.
- Represent Scarlet Alliance positions and evidence from the membership to government, advisory bodies and other organisations.
- Maintain an understanding of government processes to inform effective advocacy.
- Provide advice to the organisation on advocacy and lobbying approaches.
- Continue to increase the profile of Scarlet Alliance by monitoring all promotional activities to ensure optimum promotion of the organisation.

Policy and Planning

- Promote policy development that is evidence based and in line with the Scarlet Alliance objectives.
- Maintain policy and procedures to support effective operations.
- Meet regularly with the President to discuss preparation for Executive meetings and associated business.

Communication/Liaison

- Coordinate media response and represent Scarlet Alliance and its positions in print, radio, television and web based media.
- Undertake state based media in consultation with state based member groups.
- Direct supervision of the Communications Officer.
- Management of community events including the National Forum and Symposium.
- Management of the Scarlet Alliance on-line presence.

Funding & Program Management

- Establish and maintain close relationships with current and potential funding bodies.
- Oversee and contribute to the preparation of funding submissions for the organisation.
- Coordinate and submit periodic reports and acquittals to funding bodies.

Financial Management

- Ensure sound financial management in accordance with industry best practice.
- Oversee and contribute to the preparation of budgets and financial reports and make recommendations to the Executive regarding financial operations.
- Direct supervision of the Finance Officer.
- Oversee the preparation of the audited accounts and liaise with the auditors.
- Convene regular meetings with the Treasurer.
- Ensure that quarterly budget reviews are undertaken.

Personnel Management

- Ensure the efficient management of human resources, including recruitment and selection, performance management and professional development.
- Provide direct supervision (with staff this position supervises) and provide leadership and overall direction to all staff.
- Regularly liaise with middle management and other supervisors, supporting their roles as supervisors.
- Ensure work practices comply with the requirements of relevant legislation, Work, Health and Safety; and organisational policies and procedures.
- Promote and/or facilitate mentoring and succession planning within the Scarlet Alliance staff and membership.

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

Essential

1. Sex work experience and a demonstrated understanding of issues affecting sex workers in Australia and the sex worker rights movement in Australia.
2. Proven experience in leading and effectively managing all aspects of a community based peer project/organisation.
3. Demonstrated experience in people management skills including industrial relations, and strong leadership skills for motivating, coaching and working closely with staff and volunteers.
4. Financial management skills, including experience developing and managing budgets.
5. Demonstrated ability to analyse national and international developments that impact on sex workers – in order to ensure Scarlet Alliance’s advocacy and policy positions remain current.

6. Knowledge of political systems and experience in developing and maintaining relationships with ministers, ministerial advisors and government decision makers to support desired outcomes.
7. Experience in managing media and communication strategies and an ability to represent Scarlet Alliance in public forums.
8. Proven commitment to sex worker leadership, consultative work practices and accountability to community.
9. Excellent mediation, negotiation, conciliation, problem solving, dispute and conflict resolution for handling and resolving complex issues and interpersonal professional relationship management skills.
10. Strong oral communication skills and demonstrated strong written communication skills.
11. Highly developed organisational and time management skills.

Desirable (but not essential)

12. Experience of health promotion, harm reduction and peer education.
13. Knowledge of the HIV sector and issues related to HIV, STI and BBV prevention.

POSITION LOCATION

The position will be based at the Scarlet Alliance Sydney office. Evening and weekend work and interstate and/or overseas travel may also be required.

SALARY & CONDITIONS OF APPOINTMENT

This four day per week, part-time position is offered with a one year contract to start and is subject to ongoing funding or organisational change.

The position will be paid a pro-rata annual salary of 0.8 of \$90,000 FTE per year. Salary sacrifice may also be available for this position.

This is an above-award position. Where the employment agreement does not provide above Award conditions, the conditions apply in accordance with the modern SCHADS Award.

All Scarlet Alliance staff are covered by the terms and conditions of the Social, Community, Home Care and Disability Services Industry Award 2010 Award and the National Employment Standards.

TRAINING/ORIENTATION

The start up phase for this position includes a comprehensive orientation and mentoring.

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.

1. 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.