



SCARLET ALLIANCE - APPLICATION KIT

Communications Officer 1.5 days/week (0.3 FTE) 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.
 - **Provide examples** Include links or copies of at least one example of layout and one example of written content produced by you to demonstrate your skills. *Note: if this is a barrier to applying please contact Janelle Fawkes on 0411 985 135.*
- 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 **close of business on 20th January, 2015.**

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 – Communications Officer 1.5 days/week (0.3 FTE) 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.

PROGRAM DESCRIPTION

The Communications Officer coordinates Scarlet Alliance events, raising the profile of Scarlet Alliance and of issues affecting sex workers, liaising with and producing publications and information materials informed by and for the Scarlet Alliance membership, sex workers and partner organisations.

ORGANISATIONAL RELATIONSHIPS

This position is responsible to the Scarlet Alliance Chief Executive Officer.

RESPONSIBILITIES

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

The Scarlet Alliance Communications Officer will:

- Develop and maintain web based resources.
- Coordinate and assist with activities hosted by Scarlet Alliance, including event management of the annual meeting.
- Produce and graphic design/layout of Scarlet Alliance publications including Annual Report, e-newsletter and magazine.
- Write, edit and collate content for Scarlet Alliance publications, internet and social media updates.
- Act as a contact point and coordinate communication, consultation, and liason between Scarlet Alliance and our membership in relation to resources and events. This includes coordination of an editorial committee.
- Develop a work plan and track and brief on progress. Using initiative to problem solve unclear aspects in order to meet deadlines.
- Ensure effective file management and archiving of Scarlet Alliance resources.
- Ensure work practices comply with the requirements of relevant legislations, WH&S and organisational policies and procedures.
- Provide reports as required.
- Other duties as directed.

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. Strong oral communication skills and demonstrated strong written communication skills and highly developed organisational and time management skills.
3. Experience in writing and editing content for publication (may include web or social media content, a publication, resource, magazine, newsletter, flyer or brochures).
4. Demonstrated experience in graphic design, layout and production of printed and web based materials (may include a publication, magazine, newsletter, flyer or brochures) including photo editing skills.
5. Demonstrated capacity to plan and prioritise work and use initiative to problem solve and achieve outcomes within deadlines.
6. Community building/organising skills or willingness to learn these skills.
7. Demonstrated ability to work and organise collaboratively and ability to coordinate staff members and volunteers in event preparation.
8. Strong computer skills including word processing, graphic design, layout and photo editing, social media, internet and email.
9. A desire and willingness to work with sex workers, people from culturally and linguistically diverse backgrounds, and people living with HIV.

Desirable (but not essential)

10. Experience in a task orientated role requiring deliverables to deadline.
11. Experience maintaining a strong presense across social media including Twitter and Facebook.
12. Large or small scale event management experience (may include conferences, music gigs, large parties, or other events).

Note: Please provide links or copies of at least one example of layout and one example of written content that you have produced to demonstrate your skills. Note: if this is a barrier to applying please contact Janelle Fawkes on 0411 985 135.

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.

SALARY & CONDITIONS OF APPOINTMENT

This is a permanent part-time position offered subject to ongoing funding or organisational change. 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.

This one and a half day per week part-time position (0.3 FTE) will be paid at pro-rata of Grade 5 (\$33.75 per hour, \$66,690 per annum).

TRAINING/ORIENTATION

Orientation is offered for this position.

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.