



SCARLET ALLIANCE - APPLICATION KIT

Administration Officer, part time (0.7) – 3.5 days per week, Sydney

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 the 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 or
post - Confidential, 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 29th October, 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 –Administration Officer (0.7 – 3.5 days/week), Sydney

POSITION OBJECTIVES

To act primarily as the Scarlet Alliance Administration Officer, providing administration support to the organisation and coordinating the effective operation of the Sydney office. The role will also contribute, where required, to the effective financial management of the organisation assisting the organisation to meet audit and incorporation requirements.

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, International Program, and a Finance Officer.

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.

Provide administrative support and coordinate the effective operation of the National office including:

- phone, fax, email and e-list correspondence and communication;
- maintain databases and contact lists;
- process membership applications;
- organisation and filing of information, books, files and resources;
- postage, mail collection and banking;
- review invoices and prepare for payment;
- obtain phone and web based quotations (both in Australia and other countries);
- make and confirm travel bookings;
- maintain cost effective insurance policies;
- coordinate room and event bookings, catering etc.;
- final preparation and proofing of reports and submissions;
- assist in organising and running the Scarlet Alliance Annual National Forum;
- ensuring a high level of accuracy and attention to detail in work practices;
- place orders and confirm delivery;
- other duties as directed.

Contribute to the effective financial management of the organisation by working closely with the Finance Officer to maintain financial records using MYOB software and contribute when required to:

- accounts payable and receivable data entry;
- check and review transactions for accuracy;
- monthly bank and petty cash reconciliations;
- assist CEO with preparation of budgets, income and expenditure reports and cash flow projections;
- prepare BAS and IAS returns;
- process fortnightly payroll and payments;
- other duties as directed.

The Administration Officer will act on behalf of Scarlet Alliance, within the authority delegated to this role, in order to undertake Administration and Financial duties and ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures.

TRAINING

The successful applicant will participate in orientation to the organisation and the role and be provided with handover and training from current staff. Scarlet Alliance will provide opportunities for training and mentoring in financial administration throughout the period of employment in order for the staff member to gain skills and competencies across financial administration matched to their role.

POSITION LOCATION

The position will be based at the Scarlet Alliance Sydney office in Redfern.
Some evening and weekend work and interstate travel may also be required at times.

SALARY & CONDITIONS OF APPOINTMENT

This is a permanent part-time position offered subject to ongoing funding or organisational change. The position will be paid at the equivalent of pro-rata (0.7) of the Social, Community, Home Care and Disability Services Industry Award 2010 Grade 5 \$60,208.72 per annum /\$30.47 per hour and subject to the National Employment Standards.

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

Essential

1. Sex work experience and demonstrated understanding of sex worker issues.
2. Demonstrate an attention to detail, and accuracy and hold a passion for mathematics and working with numbers.
3. Demonstrated competent keyboard skills, including word processing, email and internet.
4. Strong organisational and time-management skills and the ability to work with minimal supervision.
5. Demonstrated ability to effectively plan a work load and manage multiple competing tasks.
6. Problem solving skills and a demonstrated ability to actively seek alternatives and possible resolutions to encountered problems.
7. Strong written and verbal communication skills and numeracy skills.
8. Understanding of the general principles of bookkeeping and/or an interest in increasing skills in this area.
9. Demonstrated understanding of confidentiality considerations for sex worker organisations and the relationship to key aspects of this role.
10. Ability to work as part of a team, a desire to work with other sex workers and people living with HIV.

Desirable (but not essential)

11. Knowledge and experience using MYOB, Excel and Access software.
12. Experience with payroll systems.

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.

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.