



POSITION DESCRIPTION

POSITION TITLE: Communications Officer (2 days per week)

POSITION OBJECTIVES

To act as the Communications Officer, coordinating Scarlet Alliance events, raising the profile of Scarlet Alliance and of issues affecting sex workers, liaising with and producing information materials to inform the membership, sex workers and partner organisations on behalf of Scarlet Alliance.

REPORTING STRUCTURE

The Communications Officer reports directly to the Scarlet Alliance Manager or other designated supervisor.

PRIMARY RESPONSIBILITIES

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

Write, edit and collate sex worker specific information for member publications, Scarlet Alliance publications and other media.

Act as a central contact person between Scarlet Alliance and the membership, facilitating effective exchange of information.

Promote and coordinate communication between all Scarlet Alliance members, via internet updates, production of an e-newsletter and magazine, and other communications as necessary.

Production of a range of resources to support the Scarlet Alliance PNG Project.

Coordinate and facilitate the production of the Scarlet Alliance Annual Report.

Coordinate and/or assist with activities hosted by Scarlet Alliance, including conferences, national forums, symposiums etc.

Ensure archival of Scarlet Alliance resources and materials through a file management system.

Ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures.

Provide reports as required.

Other duties as directed.

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

Essential

- Demonstrated understanding of issues affecting sex worker communities and knowledge of the sex worker rights movement in Australia.
- Sex work experience.
- Highly developed organisational and time management skills.

- Demonstrated high level of co-ordination and planning in a task orientated role requiring deliverables to deadlines.
- High level interpersonal and communication skills including excellent written and oral communication.
- Demonstrated skills in information technologies including: desktop publishing; graphic production and layout; word processing; use of internet and email.
- Experience in writing, editing and the production of printed materials, (may include a publication, magazine, newsletter, or brochures).
- A desire to work with the diversity of sex worker communities, and people living with HIV/AIDS.
- Ability to work with initiative, in a team environment, with minimal supervision.

Desirable

- Understanding of the community-based HIV/AIDS sector and awareness of current issues in HIV/AIDS and Sexually Transmissible Infections as they relate to sex workers in Australia and Internationally.

POSITION LOCATION

Surry Hills, Sydney.

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

SALARY & CONDITIONS OF APPOINTMENT

The position is offered as a one year contract, with a further contract subject to funding. The position is .4EFT (30 hours per fortnight) and may include evenings and weekend work. The position is paid at a Grade 4 level 1-4 \$42,005-\$45,713.00 per annum, pro-rata in accordance with the NSW SACS Award.

CLOSING DATE: Applications addressing the selection criteria along with a current C.V. and at least two (2) referees must be received by start of business on Monday, 19th December, 2005.

Applications should be forwarded to: janelle.fawkes@scarletalliance.org.au or addressed to Confidential, The Manager, P. O. Box 261, Darlinghurst NSW 1300.