



**Australian  
Sex Workers  
Association**

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## **SCARLET ALLIANCE - APPLICATION KIT**

### **Operations Manager - Sydney (Part-time fixed term position, 0.8 FTE)**

#### **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 concisely 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](mailto: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 Thursday, 17th February, 2022**

**Note: if you are interested in the position but unsure whether you meet the selection criteria please call Jules Kim on 0411 985 135 to discuss.**

## **POSITION TITLE: Operations Manager, part-time fixed term position (0.8 FTE) - Sydney**

### **ORGANISATION DESCRIPTION**

Scarlet Alliance, Australian Sex Workers Association, is the national peak body representing sex workers and sex worker organisations, projects, groups, and networks.

### **ORGANISATIONAL RELATIONSHIPS**

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

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

### **POSITION DESCRIPTION**

This position will report directly to the CEO and work closely alongside the National Programs Manager. The Operations Manager will be responsible for providing leadership and management to the organisation and supporting it to meet its regulatory and other obligations. It involves working cooperatively with a multi-disciplinary team. All duties conducted are to be guided by the Scarlet Alliance Purposes and Principal Activity.

### **The Operations Manager will:**

- Assist the CEO to implement Scarlet Alliance's policy and program response to the priority areas of the current Scarlet Alliance Strategic Plan in-line with the Scarlet Alliance objectives.
- Manage aspects of the organisation's funded activities and maintain the organisation's mission, vision, and core values.
- Coordinate and manage Scarlet Alliance's administrative and strategic work including financial and payroll management, grant and proposal writing, monitoring and evaluation, funder reporting, staff supervision, and partnership agreements with existing and potential partners.
- Directly supervise the Administration Officer and Finance Officer positions.
- Report regularly on human resources, representational, and program activities, including management of Scarlet Alliance's schedule of reporting to government, donors, and membership; ensure coordination of input across all levels of the organisation.
- Establish and maintain professional relationships with relevant stakeholders.
- Other duties as directed by the CEO.

### **PRIMARY RESPONSIBILITIES**

#### **Operations Management:**

- Ensure compliance with organisational obligations including incorporation, charity status, employer regulations, and other affairs.
- Improve and maintain operational systems including member management, payment processing, internal and external communication, succession planning, document and file management, digital infrastructure, and asset management.
- Renew and maintain internal policy and procedures to support effective operations.

#### **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.

- Ensure work practices comply with the requirements of relevant legislation including Work, Health and Safety, and organisational policies and procedures.
- Promote and/or facilitate mentoring and succession planning within the Scarlet Alliance staff and membership.

#### **Financial Management:**

- Ensure sound financial management, policy, and procedure in accordance with industry best practice.
- Oversee and contribute to the preparation of program budgets and financial reports.
- Track expenditure against budgets and prepare reporting for management staff and Executive.
- Management and oversight of organisational payroll.
- Prepare for annual audit.
- Assist in preparation of donor and member reporting.

#### **Grant Management:**

- Track organisational progress against grant milestones.
- Assist with preparation of funder reporting.
- Monitor funding opportunities within and outside of the sector to diversify core and programs-based resourcing.

#### **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.
- 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.
- Renew and maintain policy and procedures to support effective operations.

#### **Communication/Liaison**

- Assist CEO in coordination of media responses and representation of Scarlet Alliance and its positions in print, radio, television, and web-based media.
- Assist with management of community events including the National Forum and Symposium.
- Management of the Scarlet Alliance online presence, including communications channels, social media, and website maintenance.

#### **Program Management**

- Coordinate and manage Scarlet Alliance's programs including proposal writing, project design and planning, monitoring and evaluation, donor reporting, finances, and partnership agreements with existing and potential partners.

#### **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 full-time position is offered for a one year contract to start and is subject to ongoing funding or organisational change.

This is a part-time position 0.8 EFT (30 hours/week) paid at the Social, Community, Home Care and Disability Services Industry Award 2010 Level 6.1, (\$46.91 per hour, 0.8 pro rata of \$92,694.16 per annum) and subject to the National Employment Standards.

Salary sacrifice is available for this position.

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

### **TRAINING/ORIENTATION**

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

## **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. Knowledge of organisational structure, practices, and activities within a peer-based community organisation, and principles of sex worker community development.
3. Financial management skills, including experience developing and managing budgets
4. Strong computer skills including word processing, spreadsheets, file management, database systems, social media, internet and email.
5. Demonstrated skills in program management including staff supervision and mentoring; report writing; budgeting and financial management; proposal writing and program evaluation.
6. Experience with grant management, strategic and work planning, and project management.
7. Effective oral and written communication skills; organisational, time-management and reporting skills; and the ability to work both with minimal supervision and as part of a team.
8. Demonstrated cross-cultural skills and knowledge and demonstrated knowledge of culturally appropriate work practices.

9. A desire, willingness and ability to work with other sex workers, people from culturally and linguistically diverse backgrounds, people who inject drugs, trans and gender diverse people, and people living with HIV.

***Desirable (not essential)***

1. Experience using accounting software, such as MYOB and Calxa, and experience with payroll systems.
2. An understanding of social and public health policy concerning marginalised communities.
3. An understanding of parliamentary processes, state and federal governments, and funding processes.
4. An understanding of the role of the community sector in the Australian response to BBV and STI.

Note: This Position Description includes an attached copy of Scarlet Alliance's Purposes and Principal Activity.

## MISSION STATEMENT

**Through its objectives, policies and programs, Scarlet Alliance works to advance Sex Worker Rights with the achievement of equality and social, legal, political, cultural health and economic justice for past and present workers in the sex industry to enable sex workers to be self-determining agents, build our own alliances and choose where and how we live and work. The membership as a whole are the highest decision-making body of Scarlet Alliance.**

### Scarlet Alliance's purposes and principal activity

#### Scarlet Alliance's purposes are to:

- (a) advance the health of past and present sex workers;
- (b) promote and protect the human rights of past and present sex workers; and
- (c) promote respect for sex workers and end all forms of discrimination against sex workers.

#### Scarlet Alliance's principal activity is health promotion for sex workers by, without limitation:

- (a) Working to guarantee the right of all sex workers to optimum occupational health and safety, including general health knowledge and safe work practices;
- (b) Actively promoting the right of all sex workers to work in whatever area of their chosen occupation, including street, brothel, escort, private and opportunistic work;
- (c) Enhancing the capacity of sex workers to be politically active, advance their rights, and build networks and organisations;
- (d) Playing an active role in Australia's response to HIV/AIDS, blood borne viruses and sexually transmitted infections, including peer education and harm reduction strategies for sex workers;
- (e) Disseminating sex industry related information
- (f) Providing training and education on issues relating to the Australian sex industry and migration of sex workers into Australia;
- (g) Lobbying for supportive legal, policy and administrative frameworks which do not discriminate against sex workers;
- (h) Challenging any government, legislation, regulations, rules, policies, processes or law enforcement practices which are discriminatory, repressive or fail to promote the rights and autonomy of sex workers;
- (i) Eradicating sex worker stereotypes and stigmatisation in the sex work community as well as the broader community;
- (j) Communicating the diversity of ideas, opinions and aspirations of past and present sex workers;
- (k) Collaborating with international and local Sex Worker Rights groups that align with the Aims and Objectives of Scarlet Alliance.