



SCARLET ALLIANCE - APPLICATION KIT

Policy Officer: Red Book Online

Part-time, fixed term position - 3 days/week (0.6 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 at least two professional referees who can be contacted for a confidential verbal reference.
 - **Examples of writing.** In order to demonstrate your skills please provide links or copies of at least two examples of writing produced by you. Where possible at least one example should relate to sex work. *Note: if this is a barrier to applying please contact Jules Kim 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, at least two (2) referees, and two (2) examples of writing 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 – Policy Officer: Red Book Online, Part-time, fixed term position - 3 days/week (0.6 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.

PROGRAM DESCRIPTION

This position aims to enhance Scarlet Alliance's capacity to engage in effective health promotion for sex workers in Australia and inform best-practice policy development for sex worker health and safety. The Policy Officer: Red Book Online position supports Scarlet Alliance's advocacy, peer education, and health promotion work by developing and delivering responsive, culturally relevant, non-stigmatising, and clinically accurate health and harm reduction information through our national online resource, the Red Book Online. This work also informs submissions, briefings, reports, presentations, and policy publications, and coordinates consultation with the Scarlet Alliance membership on resource development, policy positions, and key documents. The Policy Officer: Red Book Online engages sex workers as leaders in the BBV and STI response in Australia and provides an essential community resource.

The Red Book Online (and related resources) is our national health and safety resource produced by sex workers, for sex workers. It is currently undergoing a re-development and translation phase to improve its accessibility and effectiveness for the sex worker community in Australia. This role will maintain and update the content and digital infrastructure of the Red Book Online and support other health promotion programs undertaken by Scarlet Alliance. It will also support the integration and maintenance of translations of the Red Book Online content into languages commonly spoken in the sex worker community. The Policy Officer: Red Book Online is responsible for effective promotion of the resource informed by regular evaluation and consultation with our members and the wider sex worker community.

ORGANISATIONAL RELATIONSHIPS

This position is responsible to the Scarlet Alliance National Programs Manager and CEO.

RESPONSIBILITIES

All duties conducted are to be guided by the Scarlet Alliance Purposes and Principal Activity.

The Policy Officer: Red Book Online will:

- research and analyse relevant health data
- research, develop, write, and update resources and reports, source images, and liaise with clinicians
- research and develop policy documents, submissions, journal articles and media releases as needed
- liaise with and consult with individual members, member organisations, and other stakeholders regarding the Red Book Online and its resources to ensure the quality and relevance of resources

- maintain an awareness of current research and campaigns as they relate to sex workers in order to inform policy and resource development
- collaborate with the Communications Officer to address technological and design issues and to create and release promotional material
- review and update existing Scarlet Alliance documents and resources
- provide advice, briefings, and reports as requested
- represent Scarlet Alliance at relevant forums
- ensure work practices comply with the requirements of the relevant legislation and WHS policies and procedures
- conduct other duties as directed.

POSITION LOCATION

The position will be based at the Scarlet Alliance Sydney office, and may require travel and work outside Sydney. A remote position may be considered for the right candidate. Some evening and weekend work may also be required.

SALARY & CONDITIONS OF APPOINTMENT

This is a fixed term position until July 2022 subject to ongoing funding and 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 three day per week part-time fixed term position (0.6 FTE) will be paid at pro-rata of Grade 5 Level 5.1, (\$42.94 per hour or 0.6 pro rata of \$84,849.44 per annum).

Salary packaging is available for this position.

TRAINING/ORIENTATION

Orientation is offered for this position. Training by existing staff will also be provided.

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

Essential

1. Sex work experience and a demonstrated understanding of issues affecting sex workers in Australia.
2. Experience in health promotion and policy development OR demonstrated ability to undertake these duties.
3. Demonstrated understanding of the principles of human rights and sex worker rights.
4. Demonstrated engagement with current sex worker movement discussions, debates, and campaigns utilising social media and new technologies.

5. Understanding of community consultation approaches to inform policy and resource development.
6. Demonstrated strong oral and written communication skills and ability to adapt writing style to suit a specific audience, including the ability to understand clinical information and communicate it to community members in plain language.
7. Highly developed organisational and time management skills with the capacity to plan and prioritise work within competing deadlines and use initiative to problem solve and achieve outcomes.
8. Strong computer skills including word processing, spreadsheets, file management, social media, internet and email.
9. Demonstrated ability to utilise social media and other platforms to access a diverse range of sex work writings, articles, research, and sex worker community campaigns.
10. Demonstrated ability to work independently with minimal supervision, and cooperatively within a team.
11. 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)

12. An understanding of social and public health policy concerning marginalised communities.
13. An understanding of parliamentary and state and federal government processes.
14. An understanding of the role of the community sector in the Australian response to BBVs and STIs.

* In order to demonstrate your skills please provide links or copies of at least two examples of writing produced by you. Where possible at least one example should relate to sex work. *Note: if this is a barrier to applying please contact Jules Kim on 0411 985 135.*

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.