



SCARLET ALLIANCE - APPLICATION KIT

SIN Manager- part time (0.8 – 30 hours per week) – one year contract

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 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.
3. Send or email your application to:

Email - mpm@scarletalliance.org.au
or
post - Confidential, The Chief Executive Officer, Scarlet Alliance,
PO 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 11th September, 2013.**

Note: if you are interested in the position but unsure whether you meet the selection criteria please call Jules on 02 9690 0551 to discuss

POSITION TITLE – Manager, Sex Industry Network –part-time (30 hrs/week) one year contract

ORGANISATION DESCRIPTION

Formed in 1989, SIN is the South Australian Sex Industry Network. SIN is a peer sex worker organisation, run by sex workers for sex workers. SIN promotes and advocates for the health rights and well being of sex workers in S.A. SIN provides outreach, peer education, advocacy, information and support to all S.A. sex workers, including targeted services through the male, CALD/migrant, trans* and street work projects.

Scarlet Alliance, Australian Sex Workers Association, the peak national body representing sex workers and sex worker organisations in Australia will auspice SIN and support SIN's transition to operate as an autonomous sex worker organisation.

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 at SIN.

RESPONSIBILITIES

All duties conducted are to be guided by the Scarlet Alliance objectives & the SIN Values and Vision document.

The SIN Manager will manage all aspects of the organisation's funded, volunteer and Safe Sex Shop activities and maintain the organisation's core values including:

- Provide leadership that facilitates high quality services to sex workers, promotes a culture of inclusion and participation and support the organisation to transition into an autonomous organisation.
- Develop community development and engagement strategies to empower sex workers to represent their issues and ensure sex workers are involved at all levels of policy development, program planning, implementation and other relevant forums.
- Facilitate an effective and cohesive project team, including through team capacity building and the resolution of issues and conflicts in a timely manner consistent with organisational values, policies and procedures.
- Promote and develop new membership across the organisation and coordinate the Program committee meetings to promote sex worker input into SIN.
- Ensure sound financial management in accordance with industry best practice and manage program financial resources including the development, implementation and monitoring of the program budget.
- Manage performance indicators and contractual outcomes for the Sex Industry Network projects/programs and prepare and submit periodic reports and acquittals to funding bodies. Work in collaboration with staff to develop, monitor and report on work plans and personal development plans.
- Ensure the efficient management of human resources, including recruitment and selection, performance management and professional development.
- Oversee all aspects of the SIN safe sex shop including promotion, sales, stock control and book keeping.

- Provide strong leadership, advocacy and representation for S.A. sex workers. This will include representing SIN on committees or other forums and to other relevant organisations in the HIV sector and in the wider community and providing policy advice to government.
- Model ethical, respectful and accountable behaviour.
- Ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures including Scarlet Alliance's Child Protection Policy.
- Conduct other duties as directed.

POSITION LOCATION

The position is based at the SIN office, 276 Henley Beach Rd, Underdale, South Australia. Some inter/intrastate travel and out of hours work is required.

SALARY & CONDITIONS OF APPOINTMENT

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

This is a part-time position (30 hours/week) paid at the Social, Community, Home Care and Disability Services Industry Award 2010 Level 7 and subject to the National Employment Standards.

The position at times requires significant out of hours work consistent with responsibilities. Some inter/intrastate travel will be required.

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

Essential

1. Sex work experience and demonstrated understanding of sex worker issues, the principles of human rights and sex worker rights.
2. Demonstrated understanding and knowledge of the current issues related to the diversity of sex worker populations in South Australia.
3. Knowledge of organisational structure, practices and activities within a peer based community organisation and principles of sex worker community development.
4. Demonstrated experience in the collaborative provision of services, with an emphasis on transparent consultation and partnership processes.
5. Skills in program management including staff supervision and mentoring; report writing; budgeting and financial management; proposal writing and program evaluation.
6. Demonstrated knowledge of relevant theory and practice as it relates to BBV and STI prevention for sex workers, including community development, peer education, enabling environments and harm reduction.
7. Comprehensive knowledge of the design, delivery and evaluation of health promotion services.
8. Commitment to promoting sex worker empowerment, community ownership, sex worker representation and self-determination as key health promotion approaches.

9. Knowledge of community based organisation's governance mechanisms and approaches.
10. Effective oral and written communication skills; organisational, time-management and reporting skills; and the ability to work with minimal supervision.
11. Demonstrated cross-cultural skills and knowledge and demonstrated knowledge of culturally appropriate work practices.
12. Ability to develop and foster networks and collaborate with a range of stakeholders.
13. A desire and willingness to work with sex workers, people who speak English as a second language, people who use drugs and people living with HIV.

Desirable (but not essential)

1. Current driver's license

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.