



Phone – 02 9517 2577
Fax – 02 9517 2488
Post – P. O. Box 2167, Strawberry Hills, NSW 2012
203/1 Erskineville Rd, Newtown, NSW, 2042
Email – members@scarletalliance.org.au
Web – www.scarletalliance.org.au

Trans and Gender Diverse Sex Worker Representative Position Description

Last updated 7th October 2020

POSITION OBJECTIVE To act as the Trans and Gender Diverse Sex Worker Representative, representing Scarlet Alliance aims and objectives and issues for trans and gender diverse sex workers.

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

- Sex work experience
- Self identify as a trans or gender diverse sex worker (noting that this role is specifically for trans and gender diverse sex workers who were assigned male at birth)
- Have an understanding of the diversity of the trans and gender diverse community and an appreciation of self identification
- Interest in the sex worker rights movement in Australia and an understanding of issues affecting sex worker communities
- Interest in the trans and gender diverse rights movement in Australia and an understanding of issues affecting trans and gender diverse communities
- Knowledge, or willingness to gain/share knowledge, in the following areas:
 - National sex worker issues and Scarlet Alliance policies
 - Trans and gender diverse sex work issues in Australia and across a variety of sex work environments

PRIMARY RESPONSIBILITIES

- Provide advice to Scarlet Alliance and its membership on the issues effecting trans and gender diverse sex workers in Australia
- Be the point of contact at Scarlet Alliance for trans and gender diverse sex workers
- Moderate the trans and gender diverse sex worker Scarlet Alliance E-list
- Liaise with trans and gender diverse sex worker outreach positions in sex work projects/ organisations to identify issues for trans and gender diverse workers across Australia
- Maintain contact with trans and gender diverse organisations and promote sex worker inclusivity and acceptance
- Promote trans and gender diverse sex workers' contribution and participation in Scarlet Alliance
- Develop an annual work plan and carry out the work outlined in it.
- Represent Scarlet Alliance, including trans and gender diverse sex workers, promoting Scarlet Alliance's positions and aims on boards, committees and E-lists

(decisions on appropriate representation to all committees must be approved by the Scarlet Alliance Executive)

Furthermore, it is within the delegation and scope of the role to:

- Represent Scarlet Alliance at conferences, workshops and forum
- Write abstracts, articles and speeches for conferences and publications
- Convene working parties around relevant issues
- Conduct delegated media interviews and other media roles when delegated/approved by the Scarlet Alliance Executive
- Maintain a Trans and Gender Diverse Sex Worker E-list
- Provide updates and changes on trans and gender diverse sex worker issues to the Scarlet E-List and [website](#)
- Update and maintain the trans@scarletalliance.org.au email account

Note: All duties conducted are to be guided by the [Scarlet Alliance Strategic Plan](#) and the [Scarlet Alliance objectives](#) (and then approved by the Executive Committee)

All Spokespersons & Representatives will be expected to:

- Attend an initial 2 day orientation meeting in Sydney (as permitted by national travel/COVID restrictions. Will be expected to attend alternative format meetings if such restrictions apply)
- Attend an additional 1-2 day face to face meeting in Sydney later in the elected term (as permitted by national travel/COVID restrictions. Will be expected to attend alternative format meetings if such restrictions apply)
- Attend regular Spokesperson and Representatives teleconferences (times and frequency determined by the Vice President in consultation with Spokespersons and Representatives, minimum of once every two months)
- Attend 3 day National Forum

REPORTING STRUCTURE

The Spokespersons and Representatives report directly to the Scarlet Alliance Executive via the Vice President.

If the Spokesperson or Representative represents Scarlet Alliance on Advisory Boards, Committees, Working Groups or at Conferences a written report is required to be submitted using the template provided in [Appendix 6](#) of the Scarlet Alliance Constitution. Download directly from. Reports must be submitted via email to the Vice President within four (4) weeks. All reports to the Executive Committee are confidential until the Executive approves its release, either to the membership or publicly. This includes the Scarlet E-List, membership or general public.

The Spokesperson or Representative is also responsible for providing written annual reports and verbal reports as required.

SUPERVISION

The Vice President is the delegated contact point for all Spokespersons and Representatives.

The first face to face meeting after the election is an important opportunity for Spokespersons and Representatives to meet with the rest of the elected leadership and to participate in Scarlet Alliance orientation training. The meeting also provides a chance for Spokespersons and Representatives to work with their double along with the Vice President in developing work plans for the coming year.

Throughout the year, teleconferences involving the Vice President, Spokespersons and Representatives create another platform to enable mentoring and support.

Questions or unresolved problems arising around the role and responsibilities of the position should be directed to the Vice President.

APPROVAL PROCESS

Documentation, including abstracts, articles, presentations and workshops, is to be provided to the Scarlet Alliance Executive for approval via emailing the Vice President. A minimum two week turnaround period needs to be allowed for approval. To ensure proper processes are followed and deadlines can be met, it is important that this two week minimum turnaround is accounted for in timelines for the Spokesperson's or Representative's annual work plan.

Media representation opportunities, along with an agreed approach, are to be approved by the Scarlet Alliance Executive. When immediate approval is required the CEO should be contacted.