



## **SCARLET ALLIANCE - APPLICATION KIT**

**Vixen Administration and Finance Officer – part time (0.8 EFT – 30 hours per week) –  
6 month contract**

### **TO APPLY:**

1. Read the attached information outlining the position description, criteria, and terms and conditions for employment.
2. Complete your application by including:
  - **At least one page addressing the selection criteria** (see pages 3-4 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. 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 C.V. and at least two (2) referees must be received by **close of business on 4<sup>th</sup> February, 2022.**

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

**POSITION TITLE – Vixen Administration and Finance Officer,  
part-time (0.8 EFT - 30 hrs/week) – 6 month contract**

**ORGANISATION DESCRIPTION**

Vixen is Victoria's peer-only sex worker organisation, and member of Scarlet Alliance, Australian Sex Workers Association. Vixen promotes the cultural, legal, human, occupational and civil rights of all sex workers, and have been leading the Victorian campaign for the [full decriminalisation of sex work](#) for many years.

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

**ORGANISATIONAL RELATIONSHIPS**

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

**RESPONSIBILITIES**

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

The Vixen Administration and Finance officer will provide administrative support and financial management to contribute to the effective operation of the Vixen office.

Administrative duties will include:

- front of house reception duties, including peer education, information, referral, and support;
- preparation and generation of correspondence including faxes;
- organisation and filing of information, files, and resources;
- phone, fax, and email communication;
- maintaining databases and contact lists;
- maintaining the Vixen website and social media;
- final preparation of reports and submissions;
- postage, mail collection, and banking;
- obtaining phone and web-based quotations;
- making and confirming travel bookings;
- assisting in organising Vixen events;
- oversee the distribution arrangement of safer sex products including management of administration and accounting requirements;
- placing orders and confirming delivery;
- other duties as directed.

Finance duties will include:

- maintaining financial records using MYOB software;
- accounts payable and receivable data-entry;
- daily reconciliation of the shop sales;
- maintaining effective records relating to the shop sales and outgoings;
- monthly bank and petty cash reconciliations;
- preparation of monthly financial reports for Vixen Manager and Scarlet Alliance CEO;
- assisting Manager and Project Coordinator with preparation of budgets and cash-flow projections;

- preparing BAS and IAS returns;
- processing payroll and preparing quarterly payments;
- liaising with superannuation bodies;
- projecting reconciliations and monitoring;
- preparing and monitoring financial record-keeping to meet audit requirements;
- electronic funds transfer transactions;
- other duties as directed.

The Administration and Finance Officer will act on behalf of Vixen, within the authority delegated to this role, to undertake Administrative and Financial duties, and ensure work practices comply with the requirements of the relevant legislation and WH&S policies and procedures.

#### **POSITION LOCATION**

The position is based at the Vixen Office in North Melbourne.

#### **SALARY & CONDITIONS OF APPOINTMENT**

This is a 6 month part-time position offered 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 4.1, (\$37.54 per hour, 0.8 pro rata of \$74,179.04 per annum) and subject to the National Employment Standards. Salary packaging is available.

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

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

##### ***Essential***

1. Sex work experience and a demonstrated understanding of sex worker issues, the principles of human rights, and sex worker rights.
2. Demonstrated competent computer skills, including word processing, excel, email and internet.
3. Strong organisational and time-management skills and the ability to work with minimal supervision.
4. Demonstrated ability to effectively plan a workload and manage competing tasks.
5. Understanding of the general principles of bookkeeping and an interest in increasing skills in this area.
6. Strong attention to detail and accuracy, and hold a passion for mathematics and working with numbers.
7. Problem solving skills and a demonstrated ability to actively seek alternatives and possible resolutions to encountered problems.
8. Strong written and verbal communication, and numeracy skills.

9. Demonstrated ability to work independently with minimal supervision, and cooperatively within a team.
10. Demonstrated knowledge of culturally appropriate work practices.
11. A desire and willingness 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 (but not essential)***

1. Knowledge and experience using MYOB software.
2. Experience with payroll systems.
3. Current driver licence.

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.