



SCARLET ALLIANCE - APPLICATION KIT

**Vixen Communications Officer – part time (0.6 EFT – 22.5 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.
 - **Provide examples** Include links or copies of at least one example of layout and one example of written content produced by you to demonstrate your skills. *Note: if this is a barrier to applying please contact Jules Kim on 0411 985 135.*
3. Email your application to:

Email – ceo@scarletalliance.org.au

Applications Close: Applications addressing the selection criteria along with a current C.V., examples of your work and at least two (2) referees must be received by **close of business on 4th 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 Communications Officer,
part-time (0.6 EFT - 22.5 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.

POSITION DESCRIPTION

The Communications Officer will coordinate Vixen events, raise the profile of Vixen and of issues affecting sex workers in Victoria, and liaise with and produce publications and information materials informed by and for sex workers, stakeholders and partner organisations in VIC.

RESPONSIBILITIES

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

The Vixen Communications Officer will:

- Develop and maintain web-based resources.
- Coordinate and assist with activities hosted by Vixen.
- Produce and graphic design/layout Vixen publications and resources
- Write, edit and collate content for Vixen communications, resources, internet and social media updates.
- Act as a contact point and coordinate communication, consultation, and liaison between Vixen and the sex worker community in relation to resources and events.
- Develop a work plan, track and brief on progress. Use initiative to problem solve unclear aspects in order to meet deadlines.
- Ensure effective file management and archiving of Vixen resources.
- Provide reports as required.
- Other duties as directed.

The Communications Officer will act on behalf of Vixen, within the authority delegated to this role, in order to undertake 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 0.6 EFT (22.5 hours/week) paid at the Social, Community, Home Care and Disability Services Industry Award 2010 Level 4.1, (\$37.54 per hour, 0.6 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 issues affecting sex workers in Victoria and the sex worker rights movement in Australia.
2. Strong oral communication skills, demonstrated strong written communication skills and highly developed organisational and time management skills.
3. Experience in writing and editing content for publication (may include web or social media content, publications, resources, magazines, newsletters, flyers or brochures).
4. Demonstrated experience in graphic design, layout and production of printed and web-based materials (may include publications, magazines, newsletters, flyers or brochures), including photo-editing skills.
5. Demonstrated capacity to plan and prioritise work and use initiative to problem solve and achieve outcomes within deadlines.
6. Community building/organising skills or willingness to learn these skills.
7. Demonstrated ability to work and organise collaboratively and ability to coordinate staff members and volunteers in event preparation, and ability to work both independently with minimal supervision, and as part of a team.
8. Strong computer skills including word processing, graphic design, layout and photo editing, social media, internet and email.
9. A desire and willingness to work with other sex workers, people from culturally and linguistically diverse backgrounds, people who inject drugs, and people living with HIV.

Desirable (but not essential)

10. Experience in a task-orientated role requiring deliverables to deadline.
11. Experience maintaining a strong presence across social media including Twitter and Facebook.
12. Large or small-scale event management experience (may include conferences, music gigs, large parties, or other events).

Note: Please provide links or copies of at least one example of layout and one example of written content that you have produced to demonstrate your skills.

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.