



## SCARLET ALLIANCE - APPLICATION KIT

**Vixen Coordinator – part time (0.8 EFT – 30 hours per week) – six 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 by explaining your understanding of it (as briefly as possible) rather than giving examples of where you may have used it. 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, 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 Coordinator,  
Part-time (0.8 EFT- 30 hours/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.

This position is responsible for the supervision, training, and mentoring of staff and/or volunteers at Vixen.

**POSITION DESCRIPTION**

This position provides leadership and management to the organisation and involves working cooperatively with the Vixen Manager, staff, and volunteer team. All duties conducted are to be guided by Vixen’s vision, mission statement, organisational objectives, strategic directions, and policies and procedures.

**RESPONSIBILITIES**

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

The Vixen Coordinator will coordinate the organisation’s funded projects and project staff. The successful applicant will also be working directly with sex workers by providing peer-education, support, advocacy, and referral services.

Coordinator duties will include:

- Providing team leadership, training, and support to project staff and volunteers that facilitates high quality services to sex workers and promotes a culture of inclusion and participation.
- Modelling ethical, respectful, and accountable behaviour.
- Modelling of best practice peer education, health promotion, and community development practices.
- Coordinating Vixen events.
- Coordinating the development, updating, and modification of a range of written, visual, and electronic resources for use with and for sex workers.

- Managing performance indicators and working in collaboration with staff to develop, monitor, and report on work plans and personal development plans.
- Ensuring the efficient management of human resources including staff rostering, WH&S, performance management, and professional development.
- Developing and maintaining effective data collection and record-keeping practices, including project expenditure.
- Reporting regularly to the Vixen Manager, providing information on matters as appropriate, and drawing attention to any issues that may fall within delegated authority.
- Contributing to national sex worker affairs via participation in Scarlet Alliance networking activities.
- Promoting and developing membership across the organisation.
- Other duties as required.

The Coordinator will provide leadership whilst also maintaining the organisations' core values through the modelling of ethical, respectful, and accountable behaviour. The Coordinator will ensure work practices comply with the requirements of the relevant legislation and WH&S policies and procedures, including Scarlet Alliance's Child Protection Policy.

#### **POSITION LOCATION**

The position is based at the Vixen office in North Melbourne. Some inter/intrastate travel and out-of-hours work is required.

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

This is a six month contract 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 5.1, (\$42.94 per hour or 0.8 pro rata of \$84,849.44 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.

The start-up phase for this position includes a comprehensive orientation and mentoring.

#### **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 understanding and knowledge of the current issues related to the diversity of sex worker populations in Victoria.
3. Knowledge of organisational structure, practices, and activities within a peerbased community organisation and principles of sex worker community development.

4. Skills in project coordination including staff supervision and mentoring, report writing, budgeting, financial management and program evaluation.
5. High-level knowledge of relevant theory and practice as it relates to health promotion approaches and HIV prevention for sex workers, including community development, peer education, enabling environments, and harm reduction.
6. High-level skills in team leadership, management and coordination, including management of human resources, staff rostering, and conflict resolution.
7. Commitment to promoting sex worker empowerment, community ownership, sex worker representation, and self-determination as key health promotion approaches.
8. Effective oral and written communication skills; organisational, time-management, and reporting skills.
9. Demonstrated ability to work independently with minimal supervision and cooperatively within a team.
10. Demonstrated cross-cultural skills and knowledge and demonstrated knowledge of culturally appropriate work practices.
11. Ability to develop and foster networks and collaborate with a range of stakeholders.
12. 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. Experience in a community based organisation and in working with volunteers.
2. 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.