



## **SCARLET ALLIANCE - APPLICATION KIT**

**Vixen Policy 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.
  - **Examples of writing.** In order to demonstrate your skills please provide links or copies of at least two examples of writing produced by you. Where possible at least one example should relate to sex work. *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](mailto: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 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 Policy 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**

This position aims to enhance Vixen's capacity to effectively inform policy development in Victoria. The Policy Officer position supports Vixen's advocacy work by developing submissions, briefings, reports, presentations, and policy publications, and coordinates consultation with the Victorian sex worker community on policy positions and key documents. The Policy Officer will prepare and provide policy advice to the sex worker community, government and non-government agencies, and other stakeholders. The position aims to ensure sex work programs, services, policy, and laws are informed by evidence, and by the needs and experiences of sex workers.

**RESPONSIBILITIES**

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

The Vixen Policy Officer will:

- research and analyse priority policy issues for sex workers in VIC;
- develop and write briefing papers, discussion papers, policy documents, submissions, articles, and media releases;
- maintain an awareness of research and campaigns as they relate to sex workers, in order to inform policy development;
- liaise and consult with sex workers and stakeholders regarding policy and related issues;
- provide advice, briefings and reports as requested;
- represent Vixen at relevant forums; and
- conduct other duties as directed.

The Policy Officer will act on behalf of Vixen, within the authority delegated to this role, 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 movement in Australia.
2. Experience in policy analysis and development OR demonstrated ability to undertake these duties\*.
3. Demonstrated understanding of the principles of human rights and sex worker rights.
4. Demonstrated engagement with current sex worker movement discussions, debates and campaigns utilising social media and new technologies.
5. Understanding of community consultation approaches to inform policy development.
6. Demonstrated ability to utilise social media and other platforms to access a diverse range of sex work writings, articles, research, and sex worker community campaigns.
7. Demonstrated strong oral and written communication skills and ability to adapt writing style to suit a specific audience.
8. Strong organisational and time management skills with the capacity to plan and prioritise work within competing deadlines and use initiative to problem solve and achieve outcomes.
9. Strong computer and keyboard skills including word processing, file management, social media, internet and email.
10. Demonstrated ability to work independently with minimal supervision and cooperatively within a team.
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 (not essential)***

1. An understanding of social and public health policy concerning marginalised communities.
2. An understanding of parliamentary processes.
3. An understanding of the role of the community sector in the Australian response to BBVs and STIs.

\* In order to demonstrate your skills please provide links or copies of at least two examples of writing you have produced. Where possible, at least one example should relate to sex work. *Note: if this is a barrier to applying please contact Jules Kim on 0411 985 135.*

Note: This Position Description includes an attached copy of Scarlet Alliance's Purposes and Principal Activity.

[www.scarletalliance.org.au](http://www.scarletalliance.org.au)

info@scarletalliance.org.au

## **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.