



SCARLET ALLIANCE - APPLICATION KIT

Administration Officer (part time) 0.2FTE one day per week

TO APPLY:

1. Read the attached information outlining the position description, criteria, terms and conditions for employment.
2. Complete your application by including:
 - **At least one page addressing the selection criteria** (see page three 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. Send or email your application to:

Email - janelle.fawkes@scarletalliance.org.au
or
post - Confidential, Chief Executive Officer, Scarlet Alliance, P. O. Box 261,
Darlinghurst NSW 1300.

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 31st July, 2008.**

POSITION TITLE – Administration Officer (part-time – 1 day per week)

ORGANISATION DESCRIPTION

Scarlet Alliance, the Australian Sex Workers Association Inc., is the national peak body representing sex workers and sex worker organisations, projects, groups and networks. Scarlet Alliance conducts projects in Australia and internationally.

PROJECT DESCRIPTION

Scarlet Alliance, as a sex worker organisation, and as one member of a consortium of Australian HIV/AIDS agencies, will undertake project activities in a range of countries, according to annual work plans to assist in strengthening the capacity development of individual sex workers and sex worker networks in the Asia-Pacific region.

The project aims to:

1. strengthen the capacity of sex workers and sex worker organisations in the Asia Pacific region to participate effectively in their own community led response to HIV and AIDS, this includes addressing stigma and discrimination, improving access to human rights and provision of enabling legal environments
2. strengthen, or where none exist, facilitate, the development of autonomous sex worker community networks, assisting sex workers to develop self-determined responses to HIV and AIDS. This project works in partnership with sex workers and sex worker organisations in the Asia Pacific region
3. contribute to the strengthening of strategic partnerships between peer sex worker organisations in the Asia Pacific region
4. increase the capacity of NGOs, government departments and other service providers to provide effective support to sex workers

ORGANISATIONAL RELATIONSHIPS

This position is responsible to the Chief Executive Officer.

This position may be responsible for supervision, training and mentoring of staff and/or volunteers.

RESPONSIBILITIES

All duties conducted are to be guided by the Scarlet Alliance objectives.

The Administration Officer will provide administrative support including:

- preparation and generation of correspondence including faxes
- organisation and filing of information, files and resources
- phone, fax, email and e-list communication
- maintain data bases and contact lists
- preparation of reports and submissions
- postage and mail collection and banking
- obtain phone and web based quotations (both in Australia and other countries)
- make currency conversion calculations
- make and confirm travel bookings
- place orders and confirm delivery
- other duties as directed

The Administration officer will act on behalf of Scarlet Alliance, within the authority delegated to this role, in order to undertake administration duties and ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures including Scarlet Alliance's Child Protection Policy.

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

Essential

1. Sex work experience and demonstrated understanding of sex worker issues
2. Demonstrated competent computer keyboard skills, including word processing, email and internet
3. Excellent time management and organisational skills
4. Demonstrated ability to effectively plan work load
5. Strong written and verbal communication skills and numeracy skills
6. Ability to work as part of a team
7. A desire and willingness to work with sex workers and People Living with HIV.

POSITION LOCATION

The position will be based at the Scarlet Alliance Sydney office.
Some evening and weekend work and interstate travel may also be required at times.

SALARY & CONDITIONS OF APPOINTMENT

This is a permanent part-time position offered subject to ongoing funding or organisational change. This position is one day per week - 7.6 hours. The position is remunerated at (0.2) pro-rata of the NSW SACS Award Grade 4 (\$46,572 - \$50,683 per annum).

Note: This Position Description includes an attached copy of Scarlet Alliance's objectives.

MISSION STATEMENT

Through its objectives, policies and programs, Scarlet Alliance works to achieve equality, social, legal, political, cultural and economic justice for past and present sex workers in order for sex workers to be self-determining agents, building their own alliances and choosing where and how they live and work.

3. OBJECTS

The objects for which Scarlet Alliance is established are:

- (a) To promote the civil and human rights of past and present sex workers and to work toward ending all forms of discrimination against them;
- (b) To lobby for legal and administrative frameworks which do not discriminate against sex workers;
- (c) To challenge any government at any time when and where it implements legislation, regulations, rules, policies or law enforcement practices which are discriminatory and/or repressive to the rights and autonomy of sex workers;
- (d) To actively promote the right of all sex workers to work in whatever area of their chosen occupation, including street, brothel, escort, private and opportunistic work;
- (e) To actively work towards guaranteeing the right of all sex workers to optimum occupational health and safety provisions. This will promote conditions where safe sex and general health knowledge can be converted to safe work practices. Furthermore, challenge any legislation, policy or process which does not so promote the rights of the worker;
- (f) To strive to eradicate sex worker stereotypes and stigmatisation in the popular consciousness and to communicate the diversity of ideas, opinions and aspirations of past and present sex workers;
- (g) To liaise with international sex worker rights groups in the development of regional and international networks, programs and objectives;
- (h) To support sex workers and sex worker organisations to become more politically active;
- (i) To enhance the capacity of sex workers to participate in advancing their rights and build networks & organisations;
- (j) To gather and disseminate sex industry related information to members.

These objects are undertaken in order to advance sex worker rights.