



## SCARLET ALLIANCE - APPLICATION KIT

**Administration Officer (part time) 0.4FTE – 2 days per week**  
**This role is a job share position.**

### **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 the 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 criteria. 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 - [ceo@scarletalliance.org.au](mailto:ceo@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 19th April, 2010**

**Note: if you are interested in the position but unsure whether you meet the selection criteria please call Janelle on 02 9690 0551 to discuss**

**POSITION TITLE –Administration Officer (2 days/week)**  
**This is a job share position.**

**POSITION OBJECTIVES**

To act as the Scarlet Alliance Administration Officer providing administration support to the organisation.

**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. The office is staffed by the Scarlet Alliance CEO, and small project teams including the Migration Project Manager, International Program Manager and part-time staff including a Finance Officer and Administration Officer.

**ORGANISATIONAL RELATIONSHIPS**

This position is responsible to the Scarlet Alliance CEO.

**RESPONSIBILITIES**

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

Provide administrative support and contribute to the effective operation of the National office including:

- preparation and generation of correspondence including faxes;
- organisation and filing of information, files and resources;
- phone, fax, email and e-list communication;
- maintain databases and contact lists;
- final preparation of reports and submissions;
- front of house/reception;
- postage, mail collection and banking;
- obtain phone and web based quotations (both in Australia and other countries);
- 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.

**TRAINING**

The successful applicant will participate in orientation to the organisation and the role and handover and training from current staff.

**POSITION LOCATION**

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

**SALARY & CONDITIONS OF APPOINTMENT**

This is a permanent position offered subject to ongoing funding or organisational change. The position will be paid at the equivalent of pro-rata (0.4) of the Social, Community, Home Care and Disability Services Industry Award 2010 Level 5 (\$54,375.76) per year.

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

**Essential**

1. Sex work experience and demonstrated understanding of sex worker issues.
2. Demonstrated competent keyboard skills, including word processing, 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 work load and manage competing tasks.
5. Demonstrated attention to detail and accuracy in your work.
6. Problem solving skills and a demonstrated ability to actively seek alternatives and possible resolutions to encountered problems.
7. Strong written and verbal communication skills and numeracy skills.
8. Ability to work as part of a team and desire to work with other sex workers and people living with HIV.

**Desirable (not essential)**

9. Experience with Excel and Access software

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;**
- (k) To play an active role in Australia's response to HIV/AIDS, including supporting peer education and harm reduction strategies for sex workers;**
- (l) To provide training and education on issues relating to the Australian sex industry and the migration of sex workers into Australia; and**
- (m) To present up to date information on sex work issues at national and international forums.**

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