



## SCARLET ALLIANCE - APPLICATION KIT

### Communications Officer 2 days/week (0.4) FTE

#### 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 that demonstrate that you meet the criteria. You can give specific examples where you have used your skills and abilities, which relate to the specific criteria. 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 criteria.

- **A copy of a 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 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 - [janelle.fawkes@scarletalliance.org.au](mailto:janelle.fawkes@scarletalliance.org.au)

or

Post - Confidential, The CEO, 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 6<sup>th</sup> March, 2008.**

FOR MORE INFORMATION CALL – Janelle 0411 985 135

## **POSITION DESCRIPTION**

**POSITION TITLE:** Communications Officer (2 days per week)

### **POSITION OBJECTIVES**

To act as the Communications Officer, coordinating Scarlet Alliance events, raising the profile of Scarlet Alliance and of issues affecting sex workers, liaising with and producing information materials to inform the membership, sex workers and partner organisations on behalf of Scarlet Alliance.

### **REPORTING STRUCTURE**

The Communications Officer reports directly to the Scarlet Alliance Chief Executive Officer or other designated supervisor.

### **PRIMARY RESPONSIBILITIES**

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

- Coordinate and/or assist with activities hosted by Scarlet Alliance, including event management of annual National Forum.
- Act as a contact point and coordinate communication between Scarlet Alliance and the membership, via internet updates, production of an e-newsletter and magazine, and other communications as necessary.
- Write, edit and collate sex worker specific information for member publications, Scarlet Alliance publications and other media.
- Coordinate and facilitate the production of the Scarlet Alliance Annual Report.
- Ensure archival of Scarlet Alliance resources.
- Ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures.
- Provide reports as required.
- Other duties as directed.

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

#### ***Essential***

- Demonstrated understanding of issues affecting sex worker communities and knowledge of the sex worker rights movement in Australia.
- Sex work experience.
- Highly developed organisational and time management skills.
- Demonstrated high level of co-ordination and planning in a task orientated role requiring deliverables to deadlines.
- High level interpersonal and communication skills including excellent written and oral communication.
- Experience in, or passion and willingness to learn event management.
- Demonstrated skills in information technologies including: desktop publishing; graphic production and layout; word processing; use of internet and email.
- Experience in writing, editing and the production of printed materials, (may include a publication, magazine, newsletter, or brochures).
- A desire to work with the diversity of sex worker communities, and people living with HIV/AIDS.

- Ability to work with initiative, in a team environment, with minimal supervision.

***Desirable***

- Understanding of the community-based HIV/AIDS sector and awareness of current issues in HIV/AIDS and Sexually Transmissible Infections as they relate to sex workers in Australia and Internationally.

**POSITION LOCATION**

Surry Hills, Sydney.

Some evening and weekend work and some interstate travel may be required.

**SALARY & CONDITIONS OF APPOINTMENT**

The position is offered as a one year contract, with a further contract subject to funding. The position is .4EFT (30 hours per fortnight) and may include evenings and weekend work. The position is paid at a Grade 4 level 1-4 \$44,945 – 48,913 per annum, pro-rata in accordance with the NSW SACS Award.

For any position vacant advertised by Scarlet Alliance, the selection panel will assess each applicant in terms of their ability to meet the requirements of the role and selection criteria. Information provided is only available to the panel.

Applicants are expected to explain in their written application how they meet each of the selection criteria. The onus is on the applicant to summarise the relevant information about yourself and to present it in a form which is easily accessible to the panel. The panel will not sift through your résumé and covering letter to find the relevant information about you.

The panel, usually made up of the CEO, one Executive member and on some occasions another sex worker representative, will rate your written application against the selection criteria and against other applicants to decide who to shortlist for interview.

Note: The Scarlet Alliance Mission Statement and Objectives are attached for your information.

**FOR MORE INFORMATION CALL – Janelle 0411 985 135**

## 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.