



SCARLET ALLIANCE - APPLICATION KIT

International Program Manager (full time) 1.0FTE

*Applicants who are unable to work full-time will be considered for this position.
However, availability must be clearly indicated in the application.

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 - 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 24th January, 2009**

Note: if you are interested in the position but unsure whether you meet the selection criteria please call Janelle on 0411 985 135 to discuss

POSITION TITLE – International Program Manager (full time*)

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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 the 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 is 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 International Project Manager role will:

- Coordinate and manage Scarlet Alliance's international capacity development program activities including proposal writing, project design and planning, monitoring and evaluation, donor reporting, staff supervision, finances and partnership agreements with existing and potential partners.
- Supervise, train, support and mentor international project staff/volunteers.
- Develop and maintain strong working relationships with a range of stakeholders including Scarlet Alliance international project partners, the wider community sector, government agencies and development related NGOs.
- Provide guidance to the Chief Executive Officer regarding strategic developments, policy issues, financial management, and human resources in relation to the Scarlet Alliance international capacity development projects.
- Monitor key global and regional sex work and HIV/AIDS issues.

- Ensure work practices comply with relevant legislation and OH&S policies and other organisational policies including Scarlet Alliance's Child Protection Policy.
- Other duties as directed.

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

Essential

1. Sex work experience.
2. Demonstrated commitment to building the strength and capacity of sex workers and sex worker organisations to advocate for the rights of sex worker communities.
3. Demonstrated understanding of contemporary sex worker issues particularly as they relate to HIV and AIDS and the Asia Pacific region.
4. Demonstrated skills in program management and development including staff supervision and mentoring; report writing; budgeting and financial management; proposal writing and program evaluation.
5. Experience working in the community sector and an understanding of the sector's role in responses to HIV and AIDS.
6. Effective oral and written communication skills; organisational, time-management and reporting skills; and the ability to work with minimal supervision.
7. Demonstrated understanding of individual and organisational capacity development approaches.
8. Demonstrated ability to work collaboratively and as part of a small team.
9. Demonstrated cross-cultural skills and knowledge and demonstrated knowledge of culturally appropriate work practices.
10. A desire and willingness to work with sex workers and People Living with HIV.

Desirable

1. An understanding of international development and the ways these practices might impact on regional HIV prevention and AIDS responses.

POSITION LOCATION

The position will be based at the Scarlet Alliance Sydney office, requiring international travel and work in other countries.

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

SALARY & CONDITIONS OF APPOINTMENT

This is a permanent position offered subject to ongoing funding or organisational change. Staff are employed by Scarlet Alliance under the NSW SACS award. The full-time position will be paid at Level 6 (\$58,906 - \$62,332 per year).

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.