



## SCARLET ALLIANCE - APPLICATION KIT

### **International Project Officer 0.8 FTE (part time – equivalent of 4 days/week)**

\*Applications outlining a job-share or less than 0.8 FTE work hours will be considered.  
Applications must clearly state availability and/or job share preferences.

#### **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](mailto:janelle.fawkes@scarletalliance.org.au)  
or  
post - Confidential, The 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 Project Officer (part-time 0.8 FTE\*)**

\*Applications outlining a job-share or less than 0.8 FTE work hours will be considered. Applications must clearly state availability and/or job share preferences.

### **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 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. 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 Scarlet Alliance International Program Manager and 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 International Project Officer role will act as a representative of Scarlet Alliance, within the authority delegated to this role, and:

- Undertake a range of partnership building and capacity building activities with existing and potential partners and local sex workers; implement annual work plan activities with in-country partners.
- Meet and network individually with local sex worker leaders and collectively with sex worker groups/organisations/networks, convening or assisting local sex workers to convene sex worker community meetings and document self-identified needs of local sex worker communities.
- Utilise community development approaches to support local sex worker communities to build strong networks.
- Plan, implement and evaluate project activities working in Australia and in identified countries.

- Share technical expertise, through both formal mechanisms such as workshops and training and informal mechanisms such as mentoring of sex workers, to enable leadership skills development.
- Work with sex workers to provide training, and technical advice to service providers in order to strengthen knowledge, skills and their capacity to provide effective services to sex workers, improving sex workers access to, and involvement in, services.
- Record and report on project activities and outcomes.
- Ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures including Scarlet Alliance's Child Protection Policy.
- Conduct other duties as directed.

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

### ***Essential***

1. Sex work experience and demonstrated understanding of sex worker issues.
2. Demonstrated understanding of the principles of health promotion and sex worker peer education. Experience in providing sex worker peer education.
3. Demonstrated understanding of the principles of sex worker community development and demonstrated sex worker community development experience.
4. Experience in planning and implementing training and community education to a diverse range of participants.
5. Knowledge and experience of the Australian response 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 cross-cultural skills and knowledge and demonstrated knowledge of culturally appropriate work practices.
8. Ability to develop and foster networks and collaborate with a range of stakeholders.
9. Demonstrated ability to work collaboratively and as part of a small team
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 extended intervals of 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. This 0.8 FTE position will be paid at pro-rata of Level 5 (\$52,053 - \$54,336.00 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.