



Australian Sex Workers Association

Phone – 02 9326 9455
Fax – 02 9326 9870
Post – P.O.Box 261,
DARLINGHURST NSW 1300
Street - Level 2,
349 Crown Street, Surry Hills
Email – info@scarletalliance.org.au
Web – www.scarletalliance.org.au

SCARLET ALLIANCE APPLICATION INFORMATION

POSITION TITLE – National Training Project Officer (1 day per fortnight)

POSITION OBJECTIVES

To act as the Scarlet Alliance National Training Project Officer; to promote and improve knowledge of the National Training Project within the Scarlet Alliance membership; liaise between Scarlet Alliance National Training Project (SANTP) assessors and new assessment candidates; liaise between the Recognised Training Organisation (RTO) and Scarlet Alliance; and track progress of assessments.

REPORTING STRUCTURE

The National Training Project Officer reports directly to the Scarlet Alliance Manager.

PRIMARY RESPONSIBILITIES

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

- Promote the Scarlet Alliance National Training Project (SANTP) amongst the Scarlet Alliance membership.
- Match and assign assessment candidates with SANTP assessors.
- Liaise with candidates, assessors and the Registered Training Organisation during and following the assessment process.
- Facilitate the SANTP Assessors Network, including moderating the assessors E-list.
- Maintain paperwork in relation to the SANTP process, and individual assessments.
- 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.

POSITION LOCATION - Surry Hills, Sydney or established home office base in Australia. Some evening and weekend work and some interstate travel may be required.

SALARY & CONDITIONS OF APPOINTMENT

The position is offered as a fixed term contract, subject to funding. The position is .05 EFT (7.6 hours per fortnight) and may include evenings and weekend work. The position is remunerated in accordance with Grade 4 of the NSW SACS Award or appropriate State equivalent at a salary approximately equivalent to pro-rata \$ 43,475 per annum (NSW SACS Award or State equivalent).

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

TO APPLY:

Your application must include:

• **At least one page addressing the selection criteria** (please see next page). Under each criteria write your relevant knowledge, skills, abilities, training and experience that clearly demonstrates the extent to which you satisfy the criteria. You can give specific examples where you have used your skills and abilities, which relate to the specific criteria. Where the criteria 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 curriculum vitae (CV)** that provides your personal details, qualifications and work history. Sex work experience is recognised and acknowledged as valuable. Please only send a photocopy not originals.

• **Two professional referees** The name, email, and the telephone contact details of two professional referees who can be contacted for a confidential verbal reference.

Applications should be forwarded:

Via email - janelle.fawkes@scarletalliance.org.au (you will receive a reply indicating receipt of the email. If you do not receive an email receipt please re-send) or
via post - Confidential, The Manager, Scarlet Alliance, P. O. Box 261, Darlinghurst NSW 1300.

Applications Close: Applications addressing the selection criteria along with a copy of current C.V. and at least two (2) referees must be received before 4th April, 2007.

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

Essential

- Demonstrated understanding of issues affecting sex workers in Australia.
- Sex work experience.
- Demonstrated strong organisational and time management skills.
- Knowledge of, or demonstrated interest in, adult learning methods.
- Knowledge of, or interest in, pathways of learning (both on and off the job) and positive outcomes for a workforce in continuous improvement through learning.
- High level interpersonal and communication skills including excellent written and oral communication.
- Demonstrated skills in the use of Microsoft Word, internet and email.
- A desire to work with the diversity of sex worker communities, and people living with HIV/AIDS.
- Demonstrated ability to work with initiative, and with minimal supervision.

Desirable

- Experience in a task orientated role requiring deliverables to deadlines.
- Hold a Certificate IV in Workplace Assessment and Training.
- Experience in a role providing peer education to sex workers.
- Hold a Scarlet Alliance Diploma of Community Education.

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 Manager, 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.

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.