



SCARLET ALLIANCE - APPLICATION KIT

Policy Officer (Sydney, Australia) (0.5 – 2.5 days per week)

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** with their name, email, and/or telephone contact details to be contacted for a confidential verbal reference.
3. Send or email your application to:

Email - ceo@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 17th February, 2011.**

Note: If you are interested in the position but unsure whether you meet the selection criteria please call Janelle Fawkes on 02 9326 9455 to discuss

POSITION TITLE – Policy Officer (0.5 – 2.5 days per week), Sydney, Australia

ORGANISATION DESCRIPTION

Scarlet Alliance, 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

The project aims to enhance the capacity of Scarlet Alliance to effectively inform policy development in Australia. Policy advice is provided by staff to the Scarlet Alliance Executive, member organisations, and government and regulatory authorities. Whilst this position focuses on national policy, state based policy including sex industry regulation is also a component of the work.

ORGANISATIONAL RELATIONSHIPS

This position is responsible to the Scarlet Alliance Chief Executive Officer.

RESPONSIBILITIES

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

The Policy Officer duties will include:

- The research and analysis of priority policy issues;
- The development and writing of briefing papers, discussion papers, policy documents, submissions, journal articles and media releases;
- Reviewing and updating of existing policy documents;
- Liaising, consulting and networking with member organisations and stakeholders regarding policy and related issues;
- Providing advice and briefings as required;
- Representing Scarlet Alliance at relevant forums; and
- Conducting other duties as directed.

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

Essential

1. Sex work experience
2. Demonstrated understanding of the principles of human rights and sex worker rights
3. Demonstrated experience in policy analysis and development OR demonstrated ability to undertake these duties
4. Exceptional written communication skills and strong oral communication skills
5. Demonstrated understanding of current sex work issues and the impact of sex industry laws on sex workers
6. Demonstrated capacity to plan and prioritise work within competing timelines and use of initiative to problem solve and achieve outcomes

7. A desire and willingness to work with sex workers, people who speak English as a second language, and people living with HIV.

Desirable

8. An understanding of social and public health policy concerning marginalised communities
9. An understanding of state and federal Government and parliamentary processes
10. An understanding of the role of the community sector in the Australian response to HIV

POSITION LOCATION

The position will be based at the Scarlet Alliance Sydney office, and may require travel and work outside Sydney.

Some evening and weekend work 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 2.5 day per week (0.5) FTE position will be paid at pro-rata of Level 6 (\$60,555.00 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.