



SCARLET ALLIANCE - APPLICATION KIT

Policy Officer 2.5 days/week (0.5 FTE) Sydney

TO APPLY:

- Read the attached information outlining the position description, criteria, terms and conditions for employment.
- 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 at least two professional referees who can be contacted for a confidential verbal reference.
 - **Examples of writing.** In order to demonstrate your skills please provide links or copies of at least two examples of writing produced by you. Where possible at least one example should relate to sex work. *Note: if this is a barrier to applying please contact Janelle Fawkes on 0411 985 135.*
- Email your application to:
Email - ceo@scarletalliance.org.au

Applications Close: Applications addressing the selection criteria along with a current CV ,at least two (2) referees, and two (2) examples of writing must be received by **close of business on 29th January, 2015.**

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

POSITION TITLE – Policy Officer 2.5 days/week (0.5 FTE) Sydney

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.

PROGRAM DESCRIPTION

The project aims to enhance the capacity of Scarlet Alliance to effectively inform policy development in Australia. The Policy Officer position supports Scarlet Alliance advocacy work by developing submissions, briefings, reports, presentations and policy publications and coordinates consultation with the Scarlet Alliance membership on policy positions and key documents. Policy advice is prepared and provided to the Scarlet Alliance Executive, members, member organisations, 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. The position aims to ensure sex work policy and laws are evidence based, peer reviewed and informed by the experiences of sex workers.

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 will:

- research and analyse priority policy issues;
- develop and write briefing papers, discussion papers, policy documents, submissions, journal articles and media releases;
- maintain an awareness of research and campaigns as they relate to sex workers, in order to inform policy development;
- liaise with and consult members, member organisations and stakeholders regarding policy and related issues;
- review and update existing policy documents when necessary;
- provide advice, briefings and reports as requested;
- represent Scarlet Alliance at relevant forums;
- ensure work practices comply with the requirements of the relevant legislation and WH&S policies and procedures; and
- conduct other duties as directed.

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

Essential

1. Sex work experience and a demonstrated understanding of issues affecting sex workers in Australia.
2. Experience in policy analysis and development OR demonstrated ability to undertake these duties.
3. Demonstrated understanding of the principles of human rights and sex worker rights.
4. Demonstrated engagement with current sex worker movement discussion/debate and campaigns utilising social media and new technologies.
5. Understanding of community consultation approaches to inform policy development.
6. Demonstrated ability to utilise social media and other platforms to access a diverse range of sex work writings, articles, research and sex worker community campaigns.
7. Demonstrated strong oral and written communication skills and ability to adapt writing style to suit a specific audience.
8. Highly developed organisational and time management skills with the capacity to plan and prioritise work within competing deadlines and use initiative to problem solve and achieve outcomes.
9. Strong computer and keyboard skills including word processing, file management, social media, internet and email.
10. A desire and willingness to work with sex workers, people who speak English as a second language, and people living with HIV.

Desirable (not essential)

11. An understanding of social and public health policy concerning marginalised communities.
12. An understanding of parliamentary processes and state and federal governments.
13. An understanding of the role of the community sector in the Australian response to HIV.

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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 part-time position offered subject to ongoing funding or organisational change. Staff are covered by the terms and conditions of the Social, Community, Home Care and Disability Services Industry Award 2010 Award and the National Employment Standards.

This two and a half day per week part-time position (0.5 FTE) will be paid at pro-rata of Grade 6 (\$36.10 per hour, \$71,333.60 per annum).

Salary packaging is also available for permanent part-time and full-time positions.

TRAINING/ORIENTATION

Orientation is offered for this position. Training by existing staff will also be provided.

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.

1. 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.