

Information for applicants



Peer Services Coordinator

Sex Industry Network



Applying for the position:

In selecting applicants for positions, ACSA will ensure decisions are made on the basis of merit for the position. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. This position works directly with and represents sex workers, and therefore, personalised experience of the sex industry is a requirement, in accordance with our commitment to peer based practice.

In addition, ACSA's affirmative employment practice for communities affected by HIV and our commitment to peer based services means that additional training and support may be available for a candidate who may be ideal for the role but may not meet the entire criteria in the position description.

The position description:

The position description provides the basis for the selection process as it specifies precisely the selection criteria – qualifications, skills, knowledge and experience needed to satisfactorily perform the duties of the position.

Preparing an application:

Your written application must stand on its merits. Do not assume that the selection panel knows what you have achieved in the past. Try and include as much relevant information as possible.

There are three (3) steps to preparing an application:

1. Address all the headings in the person specification as outlined in the position description. State how your skills, knowledge, experience and qualifications relate to the position. To do this, address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area; and
2. Include a Curriculum Vitae providing full personal details, qualifications, previous employment and experience; and
3. Include the names and addresses of three referees together with their telephone numbers, and email addresses if available.

Originals of any supporting documentation should *not* be included with the application as they cannot be returned. Successful applicants will be required, on taking up appointment, to produce evidence of any academic qualifications.

Applications for the position close at 4pm, Friday 10th August 2012.

Applications should be addressed to the Chief Executive Officer, **Shane Dinnison** via post or email:

Post: Shane Dinnison,
Chief Executive Officer,
ACSA 2 Eton Rd.,
Keswick 5035

Email: ceo@acsa.org.au

- The Position Description is available by emailing Rachael Rye at RRye@acsa.org.au
- If you wish to discuss the position after you have read the Position Description, please contact Shane Dinnison on 0423159699
- ACSA is unable to acknowledge receipt of applications. ACSA will contact shortlisted applicants for interview. All applicants will be notified at the conclusion of the recruitment process.
- ***Late applications will not be accepted.***