



Phone – 02 9690 0551
Phone – 02 9517 2577
Fax – 02 9517 2488
Post – PO Box 854, Newtown NSW 2042
Office – 203/1 Erskineville Road
Newtown NSW 2042
Email – info@scarletalliance.org.au
Website – www.scarletalliance.org.au

SCARLET ALLIANCE - APPLICATION KIT

National Programs Manager- Sydney (Full Time, 1.0 FTE)

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 two professional referees who can be contacted for a confidential verbal reference.
- Email your application to:

Email - ceo@scarletalliance.org.au

Applications Close: Applications addressing the selection criteria along with a current CV, examples of your work and at least two (2) referees must be received by **5pm on 28th August, 2020.**

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

POSITION TITLE: National Programs Manager, full-time (1.0 FTE) - Sydney

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.

ORGANISATIONAL RELATIONSHIPS

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

This position is responsible for supervision, training and mentoring of staff and/or volunteers.

POSITION DESCRIPTION

This position will report directly to the CEO. The National Programs Manager will be responsible for providing leadership and management to the organisation and involves working cooperatively with a multi disciplinary team. All duties conducted are to be guided by the Scarlet Alliance objectives.

The National Programs Manager will:

- Assist the CEO to implement Scarlet Alliance's policy and program response to the priority areas of the current Scarlet Alliance Strategic Plan and in line with the Scarlet Alliance objectives.
- Manage aspects of the organisation's funded activities and maintain the organisation's mission, vision and core values.
- Coordinate and manage Scarlet Alliance's programs including proposal writing, project design and planning, monitoring and evaluation, donor reporting, staff supervision, finances and partnership agreements with existing and potential partners.
- Report regularly, on human resources, representational and program activities; including management of Scarlet Alliance's schedule of reporting to government, donors and membership; ensuring coordination of input across all levels of the organisation.
- Establish and maintain professional relationships with relevant stakeholders.
- Other duties as directed by the CEO.

PRIMARY RESPONSIBILITIES

Advocacy:

- Represent Scarlet Alliance on panels, at conferences, forums and on committees.
- Represent Scarlet Alliance positions and evidence from the membership to government, advisory bodies and other organisations.
- Maintain an understanding of government processes to inform effective advocacy.
- Continue to increase the profile of Scarlet Alliance by monitoring all promotional activities to ensure optimum promotion of the organisation.

Policy and Planning

- Promote policy development that is evidence based and in line with the Scarlet Alliance objectives.
- Maintain policy and procedures to support effective operations.

Communication/Liaison

- Assist CEO in coordination of media responses and representation of Scarlet Alliance and its positions in print, radio, television and web based media.
- Assist with management of community events including the National Forum and Symposium.

- Management of the Scarlet Alliance on-line presence.

Program Management

- Coordinate and manage Scarlet Alliance's programs including proposal writing, project design and planning, monitoring and evaluation, donor reporting, finances and partnership agreements with existing and potential partners.

Financial Management

- Ensure sound financial management in accordance with industry best practice.
- Oversee and contribute to the preparation of program budgets and financial reports.

Personnel Management

- Ensure the efficient management of human resources, including recruitment and selection, performance management and professional development.
- Provide direct supervision (with staff this position supervises) and provide leadership and overall direction to all staff.
- Ensure work practices comply with the requirements of relevant legislation, including Work, Health and Safety; and organisational policies and procedures.
- Promote and/or facilitate mentoring and succession planning within the Scarlet Alliance staff and membership.

POSITION LOCATION

The position will be based at the Scarlet Alliance Sydney office. Evening and weekend work and interstate and/or overseas travel may also be required.

SALARY & CONDITIONS OF APPOINTMENT

This full-time position is offered for a one year contract to start and is subject to ongoing funding or organisational change.

The position will be paid an annual salary of \$90,000 FTE per year plus 14.3% on costs. Salary sacrifice is available for this position.

This is an above-award position. Where the employment agreement does not provide above-award conditions, the conditions apply in accordance with the modern SCHADS Award.

All Scarlet Alliance staff are covered by the terms and conditions of the Social, Community, Home Care and Disability Services Industry Award 2010 and the National Employment Standards.

TRAINING/ORIENTATION

The start up phase for this position includes a comprehensive orientation and mentoring.

Note: This Position Description includes an attached copy of Scarlet Alliance's objectives.

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

Essential

1. Sex work experience and demonstrated understanding of the principles of human rights and sex worker rights.
2. Knowledge of organisational structure, practices and activities within a peer based community organisation and principles of sex worker community development.
3. Demonstrated skills in program management including staff supervision and mentoring; report writing; budgeting and financial management; proposal writing and program evaluation.
4. Effective oral and written communication skills; organisational, time-management; and the ability to work with minimal supervision as part of a team.
5. Experience in planning and implementing training and community education.
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. A desire and willingness to work with sex workers, migrants, culturally and linguistically diverse people, and People Living with HIV.

Desirable (not essential)

1. An understanding of social and public health policy concerning marginalised communities.
2. An understanding of parliamentary processes and state and federal governments.
3. An understanding of the role of the community sector in the Australian response to BBV and STI.

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.