

Application Kit: Resources and Communications Officer (3 days per week)

SCHADS Award Level 4 - 5 (salary packaging available)

Application due date: April 24 2026

TO APPLY:

1. Read the information attached outlining the position description, selection criteria and position details.
2. Complete your application by including:
 - A cover letter.
 - A document in which you address the selection criteria (maximum 4 pages). Under each criterion write any relevant knowledge, skills, abilities, training and experience that 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 applied knowledge (as briefly as possible). Make sure you provide clear example for each criterion, this helps us understand your experiences and strengths.
 - A copy of your curriculum vitae (CV) that provides your personal details, qualifications and work history, including sex work. Sex Workers Outreach Project NSW 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 telephone contact details of two professional referees who can be contacted for a confidential verbal reference.
3. Submit your application to employment@swop.org.au

Note: if you are interested in the position, but unsure whether you meet the selection criteria, please contact Soss via policy@swop.org.au with any questions.



ORGANISATION DESCRIPTION:

SWOP NSW is an independent, peer-led sex worker organisation committed to advancing the health, rights, and equality of sex workers across New South Wales.

Originating from the pioneering Australian Prostitutes Collective NSW (APC NSW), the first sex worker organisation in the world to receive government funding in 1985, SWOP was established under ACON in the late 1980s and achieved full independence in 2014, continuing more than 35 years of peer-led leadership and community advocacy.

POSITION OVERVIEW:

Position Title: Resources and Communications Officer

The Resources & Communications Officer is responsible for developing and delivering SWOP NSW's communications, publications, and educational resources. The role supports the organisation by ensuring that communications and resources are accurate, accessible, and aligned with SWOP NSW priorities.

This role operates within the Strategic Services team and does not independently determine organisational positions or public messaging.

The level of the role (Level 4 or Level 5) reflects the degree of independence, judgement, and responsibility demonstrated in delivering these functions.

POSITION DETAIL:

Title: Resources and Communications Officer

Classification: SCHADS Award Level 4 - 5

Reports to: Team Leader – Strategic Services (TL–SS)

Direct Reports: Nil

Location: SWOP NSW, Unit 7/110 Botany Road Alexandria NSW 2015

Employment: Part-time (3 days/week 7.6 hrs/day), subject to funding

Probation: 6 months

MAIN DUTIES AND RESPONSIBILITIES:

1. Communications Delivery

- Develop and deliver communications outputs, including:
- Creating and scheduling content for SWOP NSW social media platforms
- Preparing and distributing regular communications (e.g. newsletters, blog content)
- Designing promotional materials for workshops, forums, events, and campaigns
- Monitoring media and sector developments and sharing relevant information internally and externally as appropriate

2. Resource Development



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- Develop, update, and maintain educational resources for NSW sex workers
 - Ensure resources are accurate, accessible, and aligned with current information and organisational priorities
 - Coordinate production of major publications (e.g. annual magazine), including collecting and managing community contributions
 - Maintain organised records, version control, and archiving of resources

3. Website and Digital Platforms

- Coordinate the development and maintenance of the SWOP NSW website
- Ensure content is current, accessible, and user-friendly
- Identify and implement improvements to digital content and accessibility

4. Strategic Support

- Support the delivery of organisational priorities by preparing communications and materials based on approved strategies and directions
- Assist with the production of organisational documents (e.g. annual reports, strategic plans) as directed

5. Community Engagement & Input

- Seek and incorporate feedback from sex workers and stakeholders to inform communications and resource development
- Work collaboratively with staff to ensure outputs reflect community needs and priorities

6. Team Contribution

- Participate in staff meetings, planning processes, and organisational activities
- Contribute to a respectful, collaborative, and supportive workplace culture

7. Administration & Reporting

- Manage workload, priorities, and deadlines in consultation with supervisor
- Ensure accuracy, consistency, and quality of all outputs
- Maintain effective file management and documentation systems
- Perform other duties as reasonably directed by the Team Leader.

SELECTION CRITERIA:

Essential Selection Criteria

- **Lived or living experience of sex work, with a strong understanding of the sex worker community, including its diversity and the key issues facing sex workers (e.g., stigma, discrimination, legal/policy impacts, health and safety, migration, and cultural factors).**
- Demonstrated experience in communications, digital media, resource development, or a related field
- Strong written and visual communication skills



- High level social media literacy, including the ability to create, schedule, and evaluate digital content across platforms
- Proficiency in Canva and Adobe InDesign (or equivalent design tools)
- Strong organisational and project management skills, including the ability to manage multiple outputs and deadlines
- Ability to produce accurate, accessible, and audience-appropriate content in line with the organisation's brand identity
- Ability to work effectively within a team environment
- Commitment to SWOP NSW's peer-led, trauma-informed, and culturally safe values.

Desirable

- Experience in community-based or peer-led organisations
- Experience using Adobe Photoshop or similar image editing tools
- Experience developing educational or health promotion resources
- Community language skills relevant to SWOP NSW communities.