



POSITION TITLE: Chief Executive Officer

Organisation Description

Scarlet Alliance, National Sex Workers Association, is the national peak body representing sex workers and sex worker organisations, projects, groups, and networks in Australia.

Scarlet Alliance's mission statement is to, through its objectives, policies, and programs, work to advance Sex Worker Rights with the achievement of equality and social, legal, political, cultural, health, and economic justice for past and present workers in the sex industry to enable sex workers to be self-determining agents, build our own alliances, and choose where and how we live and work.

Organisational Relationships

This position will report directly to the Committee of Scarlet Alliance and has the following direct reports:

- Policy and Advocacy Manager
- Finance Officer
- National Programs Manager
- Migration Project Manager
- Policy Analyst - Migration
- Manager - SWOP Tasmania
- Operations Coordinator
- Vixen Manager

Position Objective

The Chief Executive Officer (CEO) will be responsible for effectively and efficiently leading and managing all aspects of the organisation to ensure the organisation's strategic and operational objectives are achieved in line with its core values, visions, and mission statement.

Key Responsibilities

Strategic Direction

- Develop and implement operational and financial plans to deliver on the strategic priorities set by the Committee.
- Act as an ex-officio Committee member and provide advice on matters including strategic direction, policy, program development, management practices, and organisational performance.
- Execute the appropriate strategies and monitor these strategies to ensure sound financial management.
- Provide strategic advice to support the Committee in setting Scarlet Alliance's vision and strategic direction, and lead the implementation of approved strategic priorities.
- Ensure an organisational culture that reflects Scarlet Alliance's values, mission, and strategic direction as determined by the Committee.

- Provide overall accountability for the Organisation with respect to productivity, sustainability, cost management and achievement of goals and objectives.
- Develop and maintain key stakeholder relationships including strategic partnerships.

Advocacy

- Provide leadership and support to Scarlet Alliance staff, Committee, membership and member organisations on advocacy and lobbying approaches.
- Increase the profile of Scarlet Alliance in line with its objectives by monitoring all promotional activities to ensure optimum promotion of the organisation.
- Maintain an understanding of government processes to inform effective advocacy.

Policy and Planning

- Promote evidence-based policy development in line with the Scarlet Alliance objectives.
- Ensure that organisational structure, policies, and procedures are in place to support effective operations, risk management, and regulatory compliance, enabling all employees to work effectively, efficiently, and harmoniously.
- Work closely with the President and Committee on governance, strategy, organisational performance, and Committee business

Communication/Liaison

- Communicate on behalf of Scarlet Alliance to external bodies including government, non-government organisations, membership, advisory bodies and the general public.
- Represent Scarlet Alliance at conferences, forums, and on committees.
- Coordinate national media responses .
- Contribute to state-based media in consultation with state-based member organisations.
- Oversee the management of community events including National Forum.
- Oversee the management of Scarlet Alliance's online presence.
- Maintain effective communication, in line with Scarlet Alliance's values, at all levels whilst ensuring confidentiality where required.

Funding & Program Management

- Establish and maintain close relationships with current and potential funding bodies.
- Oversee and contribute to the preparation of funding submissions for the organisation.
- Coordinate and submit periodic reports and acquittals to funding bodies in accordance with supplied timelines.
- Ensure adequate provision of funding to support the ongoing activities and development of the organisation.
- Actively identify and act on opportunities to secure additional funding.

Financial Management

- Ensure effective financial management including ensuring financial systems, procedures, and controls are in place in accordance with industry best practice and compliance requirements.
- Oversee and contribute to the timely preparation of budgets and financial reports and make recommendations to the Committee regarding financial operations.



- Monitor, review, and report on the financial performance and operations of Scarlet Alliance.
- Oversee the preparation of audited accounts and liaise with the auditor.
- Attend the Risk and Audit subcommittee.

Leadership & Personnel Management

- Lead and effectively manage the daily operations of Scarlet Alliance.
- Ensure the efficient management of human resources, including recruitment, performance management, and professional development of Scarlet Alliance staff.
- Provide direct supervision to direct reports, and provide leadership and overall direction to all staff.
- Provide support and mentoring for other staff who are supervisors.
- Ensure work practices comply with the requirements of relevant legislation, industrial instruments, Work Health and Safety, and organisational policies and procedures.
- Promote and/or facilitate mentoring and succession planning within the Scarlet Alliance staff and membership.
- Foster a culture of capacity and skills building, growth and encouragement.
- Model ethical, respectful, and transparent behaviour.

General Accountability & Transparency

- Ensure Scarlet Alliance's assets are accounted for and maintained.
- Engage in accountability measures such as relevant internal approvals and file management.
- Actively participate in continuous learning and improvement in all aspects of the position.
- Participate in the Scarlet Alliance team in a constructive way, using communication and group work skills.
- Attend Committee meetings, including subcommittee meetings as delegated.
- Provide accurate, timely and transparent information, advice and reporting to the Committee to support effective governance and oversight
- Participate in regular performance review, goal setting and accountability processes established by the Committee.
- Undertake additional responsibilities consistent with the scope and purpose of the role as required.
- Carry out all work for this role in line with Scarlet Alliance vision, mission, aims and objectives, policies and procedures, and Work Health and Safety (WHS) requirements.

Key Skills & Experience:

Qualifications Required

- Tertiary qualifications in relevant fields, or equivalent work experience.

Experience Required

- Lived experience as a sex worker with a strong commitment to human rights, sex worker rights, migration justice and a peer-led approach.
- Experience within multiple sectors of the sex industry ideally across various legal jurisdictions.
- Demonstrated understanding of the principles of human rights and sex worker rights, and the landscape of these movements within unceded Australia.
- Proven commitment to sex worker leadership, consultative work practices, and accountability to community.



Strategic Leadership & Vision

- Strong forward planning and strategic-thinking skills.
- Strong ability to critically analyse information and proactively identify risks, considerations, and requirements, and offer recommendations and solutions.
- Demonstrated ability to lead organisations through growth, change, complexity and external uncertainty.
- Demonstrated ability to analyse national and international developments that impact on sex workers in order to ensure Scarlet Alliance's advocacy and policy positions remain current.

Governance & Organisational Leadership

- Ability to make timely and sound decisions.
- Ability to work both with minimal supervision and as part of a team, and with a high degree of autonomy while maintaining strong communication with and accountability to the Committee.
- Confident using Google Workspace, Microsoft Office and internal file management systems.
- Extensive demonstrated experience in leading and effectively managing all aspects of a community-based peer project/organisation.

People & Culture Leadership

- Strong leadership and people skills with the ability to influence, inspire, develop, motivate, and drive performance of people at all levels.
- Demonstrated cross-cultural skills and culturally appropriate work practices.
- A desire, willingness and demonstrated ability to work with other sex workers, people from culturally and linguistically diverse backgrounds, people who inject drugs, trans and gender diverse people, and people living with HIV.

Financial & Operational Management

- Strong financial management skills, including experience developing and managing budgets
- Willingness and capacity to travel on a regular basis and be available to work outside of standard business hours on occasion.

Communication & Relationship Management

- Effective oral and written communication skills, organisational, time-management and reporting skills.
- Excellent interpersonal professional relationship management skills, including skills in mediation, negotiation, conciliation, problem solving, dispute and conflict resolution and de escalation skills for handling and resolving complex issues.
- Experience in managing media and communication strategies and an ability to represent Scarlet Alliance in public forums.
- Knowledge of political systems and experience in developing and maintaining relationships with ministers, ministerial advisors, and government decision-makers to support desired outcomes.
- Demonstrated ability to build and maintain trust with a diverse membership while balancing organisational, community and stakeholder interests.

