

# POSITION TITLE: Chief Executive Officer

## Organisation Description

SIN is a peer-based organisation run by sex workers, for sex workers. We promote the health, rights and wellbeing of South Australian sex workers, and we recognise sex work as legitimate, skilled labour.

SIN was formed in 1986 by a group of sex worker peers as the Prostitutes Association of South Australia (PASA), in response to heavy-handed policing. We are now a fully independent and autonomous sex worker organisation — an incorporated association and registered charity, governed by a board of peers, accountable to our members, and funded by SA Health. SIN is a founding and active member of Scarlet Alliance, Australian Sex Workers Association.

Everyone who works or volunteers at SIN identifies as a past or present sex worker. We deliver peer education, outreach, support, workshops, community events and safer sex products — alongside law reform advocacy, media and public education. Our work is guided by our objectives, values and strategic plan, and by a single principle: nothing about us, without us.

South Australia retains the most punitive sex work laws in the country. Sex work remains criminalised here, and SIN leads the South Australian campaign for full decriminalisation. Working in a criminalised environment shapes every part of this role, particularly the judgement required around organisational and community risk, and the standard expected around confidentiality.

## Organisational Relationships

This position reports directly to the SIN Board of Management, through the President or a Board-delegated supervisor, and attends Board meetings to provide information and support so that the board can discharge its responsibilities.

This position has the following direct reports:

- Project Manager
- Finance Officer

## Position Objective

The Chief Executive Officer (CEO) is responsible for leading and managing all aspects of SIN to ensure the organisation's strategic and operational objectives are achieved in line with its objectives, values, vision and mission. The CEO is accountable to the Board for the performance, sustainability and integrity of the organisation, and is its principal representative to funders, government, media and the sector.

## Key Responsibilities

### Strategic Direction

- Develop and implement operational and financial plans, and an annual work plan with measurable objectives, to deliver on the strategic priorities set by the Board and report against them at each meeting.
- Provide strategic advice to support the Board in setting SIN's vision and strategic direction, and lead the implementation of approved priorities.
- Provide overall accountability for the organisation with respect to productivity, sustainability, cost management and achievement of objectives.

- Monitor developments affecting sex workers in South Australia, nationally and internationally, and ensure SIN's programs, advice and advocacy remain current and evidence-informed.
- Ensure an organisational culture that reflects SIN's values, mission and strategic direction as determined by the Board.

## **Governance**

- Provide accurate, timely and transparent information, advice and reporting to the Board to support effective governance and oversight, including a monthly CEO report and financial report.
- Bring matters reserved for the Board to the Board with clear recommendations, and draw early attention to any issue that falls within the Board's responsibilities or presents material risk to the organisation.
- Work closely with the President and Board on governance, strategy, organisational performance and Board business, including Board recruitment, induction and access to governance training.
- Support the Board in strategic planning, member engagement, the Annual General Meeting and the Annual Report.
- Ensure SIN meets its obligations as an incorporated association and as a charity registered with the ACNC.
- Attend Board meetings and sub-committee meetings as delegated, and participate in performance review, goal setting and accountability processes established by the Board.

## **Advocacy, Policy and Planning**

- Lead SIN's advocacy for the full decriminalisation of sex work, working with the Board, members, parliamentarians, allied organisations and Scarlet Alliance.
- Develop advocacy positions, messages and priorities in consultation with members, grounded in evidence and community experience.
- Identify and create opportunities for advocacy and representation, including submissions to government, parliamentary inquiries and advisory bodies.
- Provide leadership and support to SIN staff, Board and members on advocacy and lobbying approaches, and ensure staff are empowered to lead advocacy in their areas of expertise.
- Maintain an understanding of parliamentary and departmental processes to inform effective advocacy.
- Promote evidence-based policy development in line with SIN's objectives, and ensure staff are included in the development and review of policy, understand it and adhere to it.
- Ensure the organisational structure, policies and procedures are in place to support effective operations, risk management and regulatory compliance.
- Maintain and apply SIN's risk management framework, with particular attention to risks arising from criminalisation for members, staff and the organisation.

## **Communication and Representation**

- Communicate on behalf of SIN to external bodies including government, non-government organisations, membership, advisory bodies, researchers and the general public.
- Represent SIN — or identify the appropriate delegate — at conferences, forums and on committees.

- Coordinate media responses and, with the President, act as spokesperson for the organisation.
- Oversee the management of SIN's online presence, resources and community events.
- Contribute to national sex worker affairs through participation in Scarlet Alliance activities.

### **Community Engagement and Service Delivery**

- Keep SIN driven by and accountable to the South Australian sex worker community, ensuring sex workers shape policy positions, program design and organisational priorities.
- Oversee delivery of SIN's project areas and ensure services remain accessible, responsive and grounded in peer education, community development and harm reduction, with an appropriate balance between direct service delivery and community development.
- Promote and develop SIN's membership.
- Oversee SIN's safer sex product supply and shop as both a community access point and a revenue stream.
- Ensure the SIN office remains a safe, welcoming and confidential space for sex workers.
- Ensure data collection, record keeping and evaluation are fit for purpose, meet funder requirements and inform practice.

### **Funding and 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.
- Negotiate funding agreements and manage contract deliverables, KPIs, reporting and acquittals 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 and diversified funding, and advise the Board on funding risk and dependency.

### **Financial Management**

- Ensure effective financial management, including that financial systems, procedures and controls are in place in accordance with legislative requirements and sector good practice.
- Prepare the annual budget with the Treasurer for Board approval, and oversee and contribute to the timely preparation of budgets and financial reports.
- Monitor expenditure against budget, undertake quarterly budget reviews, and report on the financial performance and operations of SIN with recommendations to the Board.
- Oversee the preparation of audited accounts and liaise with the auditor.
- Oversee payroll and accounts, and maintain measures to prevent, detect and report fraud or misappropriation.
- Operate within the financial delegations set by the Board.

### **Leadership and Personnel Management**

- Lead and effectively manage the daily operations of SIN.
- Ensure the efficient management of human resources, including recruitment, induction, work planning, performance management and professional development.

- Provide direct supervision to direct reports, and provide leadership and overall direction to all staff and volunteers.
- Champion a culture that is respectful, non-judgemental, inclusive and confidential, where staff can raise concerns safely, and resolve conflict early and fairly.
- Support staff to navigate the specific complexities of peer work — conflicts of interest, dual relationships, disclosure and boundaries in a small community.
- Ensure work practices comply with relevant legislation, industrial instruments, work health and safety requirements — including psychosocial hazards — and organisational policies and procedures.
- Promote and facilitate mentoring and succession planning within the SIN staff team and membership.
- Model ethical, respectful and transparent behaviour.

### **General Accountability and Transparency**

- Ensure SIN's assets are accounted for and maintained.
- Protect the confidentiality and privacy of members, clients and staff to the highest standard, and declare and manage conflicts of interest transparently and in accordance with SIN policy.
- Maintain sound records management, including an appropriate historical and archival record of the organisation.
- Manage complaints and grievances, and act as the organisation's contact point for complaints.
- Undertake additional responsibilities consistent with the scope and purpose of the role as required.
- Carry out all work in line with SIN's vision, mission, objectives, policies and procedures, and work health and safety requirements.

## **Key Skills and Experience**

### **Qualifications**

- Tertiary qualifications in a relevant field, or equivalent work experience.

### **Experience Required**

- Sex work experience, with a strong commitment to human rights, sex worker rights and a peer-led approach. Sex work experience is a genuine occupational requirement for this position.
- Demonstrated understanding of the sex worker rights movement in South Australia and nationally, and of the issues facing the diversity of sex workers in this state — including street-based, migrant and CALD, trans and gender diverse, and First Nations sex workers.
- Knowledge of sex work law and law reform — criminalisation, decriminalisation and licensing models — and demonstrated ability to advocate persuasively on these issues.
- Extensive demonstrated experience leading and effectively managing all aspects of a community-based peer project or organisation.
- Proven commitment to sex worker leadership, consultative work practices and accountability to community.

## **Strategic Leadership and Vision**

- Strong forward planning and strategic thinking skills.
- Strong ability to critically analyse information, proactively identify risks and requirements, and offer recommendations and solutions.
- Demonstrated ability to lead an organisation through change, complexity and external uncertainty.
- Demonstrated ability to analyse developments that impact on sex workers in order to keep SIN's advocacy and policy positions current.

## **Governance and Organisational Leadership**

- Understanding of not-for-profit governance and the legal obligations of incorporated associations and registered charities.
- Demonstrated ability to work effectively with a board of governance.
- Ability to make timely and sound decisions, including under public and political pressure.
- Ability to work with a high degree of autonomy while maintaining strong communication with, and accountability to, the Board.
- Confident using Microsoft Office or Google Workspace, accounting software and internal file management systems.

## **People and Culture Leadership**

- Strong leadership and people skills, with the ability to influence, inspire, develop, motivate and support staff.
- Experience in supervision, performance management, professional development and work health and safety in a small team.
- 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 use drugs, trans and gender diverse people, and people living with HIV.

## **Financial and Operational Management**

- Strong financial management skills, including developing and managing budgets, monitoring expenditure, financial reporting, audit processes and grant acquittal.
- Experience in contract and grants management, and in preparing funding submissions.
- Demonstrated organisational, time-management and reporting skills.
- Willingness and capacity to travel on a regular basis and to work outside standard business hours on occasion.

## **Communication and Relationship Management**

- Excellent oral and written communication skills.
- Excellent interpersonal and professional relationship management skills, including mediation, negotiation, conciliation, problem solving, conflict resolution and de-escalation.
- Experience managing media and communication strategies, and the ability to represent sex work issues in public forums.
- Knowledge of political systems and experience developing relationships with ministers, ministerial advisors and government decision-makers.

- Demonstrated ability to build and maintain trust with a diverse membership while balancing organisational, community and stakeholder interests.
- Integrity, sound judgement, and a demonstrated ability to handle sensitive information and maintain confidentiality.

### **Desirable**

- Knowledge of BBV and STI health promotion as it relates to sex workers, including peer education, community development, enabling environments and harm reduction.
- Experience within multiple sectors of the sex industry
- A current driver's licence.