



## SCARLET ALLIANCE - APPLICATION KIT

### **National Training & Assessment Program Coordinator (Part-time – 1 day per week), Sydney**

#### **TO APPLY:**

1. Read the attached information outlining the position description, criteria, and terms and conditions for employment.
2. 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.
3. Email your application to:  
  
Email - [ceo@scarletalliance.org.au](mailto:ceo@scarletalliance.org.au)

#### **Applications Close:**

Applications addressing the selection criteria along with a current CV and at least two (2) referees must be received by **5pm Monday 23<sup>rd</sup> October, 2017.**

***Note: If you are interested in the position but unsure whether you meet the selection criteria please call Jules Kim on 02 9517 2577.***

**POSITION TITLE –  
National Training & Assessment Program Coordinator  
(Part-time – 1 day per week), Australia**



### **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. Scarlet Alliance conducts projects in Australia and internationally. The office is staffed by the Scarlet Alliance CEO, and small part-time project teams including the Communications, Policy, Administration and Finance Officers.

### **PROJECT DESCRIPTION**

The Scarlet Alliance National Training & Assessment Program (SANTAP) aims to increase the workforce development of, and number of, trained and qualified sex worker peer educators. The program has two parts:

1. National Peer Educator Assessment Project – qualified peer assessors guide applicants (sex worker peer educators) through an extensive recognition of prior learning process to achieve a National Diploma qualification; and
2. National Peer Educator Training Project – a new project to develop and implement a training package for peer educators.

The Scarlet Alliance National Training & Assessment Program is partnered with an external Registered Training Organisation (RTO).

### **ORGANISATIONAL RELATIONSHIPS**

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

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

### **RESPONSIBILITIES**

All duties conducted are to be guided by the Scarlet Alliance objectives.

The Scarlet Alliance National Training & Assessment Coordinator will:

- Assess and coordinate the assessment of sex worker peer educators;
  - Review and implement changes to the National Peer Educator Assessment Project tools, guides and resources;
  - Match and assign assessment candidates with assessors and liaise with candidates, assessors, and the Registered Training Organisation during the assessment process;
  - Assess peer educators and liaise with other assessors and candidates;
  - Facilitate the Assessors Network, including moderating the E-list and coordinating meetings.
- Monitor, evaluate and promote a National Peer Educator Training Online Project;
  - Update as needed National Peer Educator Training modules and resources;
  - Track participants' progress through the online training;
  - Review and provide feedback of submitted assessments;
  - Provide support to participants;
  - Annual evaluation the online training;
  - Prepare resources for web-based learning platforms;
  - Annual evaluation of online training and implementation of outcomes.

- Promote the Scarlet Alliance National Training & Assessment Program (SANTAP) amongst the Scarlet Alliance membership;
- Liaise between the Registered Training Organisation (RTO) and Scarlet Alliance;
- Document and track progress of training and assessments;
- Provide reports as required;
- Conduct other duties as directed.

**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. At least **one** of the following:
  - a. Demonstrated experience in a training development role;
  - b. Demonstrated knowledge of the training sector;
  - c. Demonstrated willingness and ability to undertake these duties.
3. Familiarity with training/assessment approaches and Vocational Education and Training (VET) approaches OR a demonstrated commitment to developing skills and knowledge in these areas.
4. Demonstrated understanding and experience in peer education (formal and informal) and sex worker community development.
5. Strong organisation (or administration) skills and demonstrated ability to document and report to meet organisational and legislative requirements.
6. Self-motivation to learn and improve skills and pass skills on to others.
7. Strong written and oral communication skills.
8. Demonstrated capacity to plan and prioritise work and use initiative to problem-solve and achieve outcomes.
9. A desire and willingness to work with sex workers, people who speak English as a second language, and people living with HIV.

***Desirable (but not essential)***

1. Certificate IV in Training and Assessment.
2. Scarlet Alliance Diploma of Community Development or Education qualification.
3. Experience with Moodle or other eLearning systems.

**POSITION LOCATION**

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

**SALARY & CONDITIONS OF APPOINTMENT**

This is a permanent position subject to ongoing funding and organisational change.

Staff are employed by Scarlet Alliance under the Social, Community, Home Care and Disability Services Industry Award 2010. The position will be paid at the equivalent of pro-rata (0.2) of the MA SCHADS Award Level 6, Pay Point 1 (under the transitional wage schedule from NSW NAPSA SACS Award \$40.09 per hour, \$79,216.80 per annum). Salary packaging is available for employees.

**TRAINING**

The successful applicant will participate in orientation to the organisation and the role and be provided with handover and training from current staff.

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

## 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.