



## **SIN Application Kit**

### **General Manager**

**(0.8 FTE - 4 days/week) Adelaide, South Australia**

#### **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 six for a list of the criteria).  
Under each criterion tell us about the experience, training, knowledge, skills or abilities you have that are relevant to the criterion. You can give specific examples where you have used your skills and abilities, which relate to the criterion. Where the criterion asks for 'demonstrated knowledge' you must clearly illustrate that you have this knowledge by explaining your understanding of it (as briefly as possible) rather than giving examples of where you may have used it.
- **A copy of your curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. SIN 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: [sinboard@sin.org.au](mailto:sinboard@sin.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 Australian Central Standard Time, Friday October 19<sup>th</sup> 2018.**

*Note: if you are interested in the position but unsure whether you meet the selection criteria please call to discuss contact Jules Kim on [ceo@scarletalliance.org.au](mailto:ceo@scarletalliance.org.au) or 0411 985 135 or The SIN President Roxana on [sinboard@sin.org.au](mailto:sinboard@sin.org.au) 0410 130 013*

## **POSITION TITLE: General Manager**

### **Part-time (0.8FTE – 4 days/week) - Adelaide**

#### **ORGANISATIONAL DESCRIPTION**

SIN's purpose is to promote the health, rights and wellbeing of sex workers in South Australia. We affirm the value of sex work and advocate for laws and policies that advance the rights of sex workers. We offer safe spaces and responsive services which are accessible to all sex workers. SIN is driven by, and accountable to, the sex worker community.

Scarlet Alliance, Australian Sex Workers Association, the peak national body representing sex workers and sex worker organisations in Australia is auspicing SIN and supporting SIN's transition to operate as an autonomous sex worker organisation.

#### **ORGANISATIONAL RELATIONSHIPS**

This position is responsible to the SIN Board and the Scarlet Alliance CEO. This position is responsible for supervision, training and mentoring of staff and/or volunteers at SIN.

#### **POSITION DESCRIPTION**

This position provides leadership and management to the organisation and involves working cooperatively with the SIN board, staff and volunteer team. All duties conducted are to be guided by the SIN's vision, mission statement, organisational objectives, strategic directions and policies and procedures.

The newly appointed SIN General Manager will be responsible for leading SIN through the final stages of transition, from an auspiced project of Scarlet Alliance, to a fully independent organisation, governed by the SIN Board.

#### **RESPONSIBILITIES**

The SIN General Manager will manage all aspects of the organisation's funded, volunteer and safer sex shop activities, while maintaining the organisation's core values.

#### **The General Manager will:**

- Ensure SIN provides strong leadership, advocacy and representation for SA sex workers.
- Model ethical, respectful and accountable behaviour.
- Provide leadership that promotes a culture of inclusion and participation.
- Develop and oversee quality service delivery that meets the needs and responds to emerging issues of sex workers in South Australia.
- Cultivate community development and engagement strategies that empower sex workers to represent their issues, ensuring sex workers are involved at all levels of policy development and program planning.

- Establish and maintain professional relationships, both internally and externally to the organisation.
- Act as an ex-officio SIN board member, providing advice on matters as appropriate and drawing early attention to issues that fall within the board's governing responsibilities, or presents a potential risk to the organisation.
- Support the SIN board and the transition towards becoming an autonomous organisation.
- Promote and develop membership across the organisation.
- Oversee management and regular reporting of organisational finances. Ensure funds are used in accordance with contractual agreements, annual budgets and direction from the SIN board.
- Other duties as directed by the SIN board.

### **POSITION LOCATION**

The position is based at the SIN office in Adelaide South Australia. Some inter/intrastate travel and out of hours work is required.

### **SALARY & CONDITIONS OF APPOINTMENT**

This four day per week, part-time position is offered with a one-year contract to start (with 6 month probation) and is subject to ongoing funding or organisational change.

The position will be paid at the equivalent of pro-rata (0.8) of the Social, Community, Home Care and Disability Services Industry Award 2010 Grade 7, and subject to the National Employment Standards.

The position will require significant out of hours work consistent with responsibilities. Some inter/intrastate travel will be required.

### **TRAINING/ORIENTATION**

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

**Selection Criteria is listed on the following page, and must be addressed in your application.**

Note:

This Position Description includes an attached copy of the objects of both SIN and Scarlet Alliance.

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

### ***Essential***

1. Sex work experience and demonstrated understanding of the issues facing the diversity of sex workers in South Australia and the principles of human rights and sex worker rights.
2. Knowledge and understanding of law reform, criminalisation, decriminalisation, and the ability to advocate and speak to these issues in a range of settings.
3. Knowledge of the legal requirements and responsibilities of incorporated associations, and knowledge of community based organisations' governance mechanisms and approaches.
4. Demonstrated commitment to promoting sex worker empowerment, community ownership, sex worker representation and self-determination as key health promotion strategies.
5. Experience in the collaborative provision of services, with an emphasis on transparent consultation and partnership processes.
6. Experience in managing staff and volunteers including staff supervision and mentoring.
7. Demonstrated program management skills including report writing, budgeting and financial management, as well as proposal writing and program evaluation.
8. Comprehensive knowledge of the design, delivery and evaluation of health promotion services as it relates to BBV prevention for sex workers, including demonstrated knowledge of community development, peer education enabling environments and harm reduction.
9. Strong oral and written communication skills
10. Demonstrated organisational and time-management skills
11. Demonstrated cross-cultural skills and demonstrated knowledge of culturally appropriate work practices.
12. Ability to develop and foster networks and collaborate with a range of stakeholders. Including, but not limited to, politicians, related services, funders, government bodies, and related communities (e.g. people who use drugs)

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

1. Experience in, or knowledge of, working with or as a member of a board of governance or executive committee.
2. Driver's licence



### **SIN's Mission**

The Sex Industry Network's purpose is to work with and for sex workers by providing reliable, consistent and efficient support, peer education and advocacy. SIN is committed to being accountable to the sex worker community and maintaining a safe, relaxed and accessible place for sex workers.

SIN promotes sex worker pride and empowerment by:

- acknowledging the legitimacy and value of sex work
- being a strong, supportive organisation which is widely recognised both within the sex industry and beyond
- generating an exciting, energetic and dynamic environment in which sex workers are treated with dignity and affirmation.

### **SA Sex Industry Network Objectives**

SIN aims:

1. To build a sense of community and shared culture among sex workers
2. To equally value the social change and service provision roles of SIN
3. To support South Australian sex workers in seeking to change discriminatory social attitudes, laws and practices
4. To promote the health and well-being of sex workers in a holistic way
5. To network and collaborate with sex worker organisations in Australia and internationally
6. To facilitate networking and peer support among sex workers in South Australia
7. To provide quality, user-friendly on-site information, resources, advocacy and support services to sex workers
8. To provide personalised, culturally-appropriate outreach services offering information, resources, advocacy and support to marginalised sex workers
9. To operate in a manner that ensures ownership by, and accountability to, South Australian sex workers
10. To develop and maintain a strong, sex worker-driven, autonomous organisational identity
11. To develop and maintain a passionate, valuing peer culture within SIN

## **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.**

### **1. 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.