

TO APPLY:

1. Read the attached information.
2. Complete your application by including:
 - (a) **A brief cover letter or email**
 - (b) **Answers to the questions in Section C, write one page, at most, for each question,** including your relevant knowledge, skills, training and experience. You can give specific examples where you have used your skills and abilities that relate to specific criteria. If you fail to address any criteria it will be assumed that you do not meet it.
 - (c) **A copy of your resume/curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Sex work experience is an essential selection criterion. Information provided by applicants will be kept in the strictest confidence and viewed only by the selection and interview panels.
 - (d) **At least two referees** including name, email, and/or telephone contact details, who can be contacted for a confidential verbal reference, including one who can confirm sex work experience.
3. Send or email your application to: Respect Inc

Email: jobs@respectqld.org.au

OR Post marked 'Confidential', to PO Box 2410, Townsville Qld 4810

Applications close 5pm, Wednesday 27 December 2017

Note: if you are interested in the position but unsure whether you could apply please call Jenny King, Treasurer on 0439 684 411 to discuss.

Role:	State Coordinator
Classification Level:	SCHCDS (Social Community Home Care and Disability Services) Industry Award 2010, Award Level 5 (starting at \$76,835 per annum)
Location/s:	Brisbane
Status of Position:	Permanent full time, 37.5 hours per week

A. About Respect Inc

Respect Inc is an organisation that is run by sex workers and is for sex workers in Queensland. We are proud members of both Scarlet Alliance, the national peak body of sex worker organisations in Australia and the Global Network of Sex Workers Projects (NSWP).

We provide peer education, information and support programs to Queensland sex workers regardless of gender, age, location, industry sector, legal status, drug use, health status, cultural background or linguistic abilities. We advocate for the industrial and workplace rights to sex workers and for decriminalisation of all forms of sex work and the purchase of sexual services.

More specifically, we provide

- information, education, peer support, advocacy and referrals
- outreach to regional and isolated sex workers
- sales of inexpensive safer sex products (condoms, lubes etc)
- allied health services network development
- sex worker community development
- general community education
- policy advice to government.

Given the nature of the work we do, the successful applicant will be required to sign a legally binding confidentiality agreement that will remain in force for the period of employment as well as after leaving our employ.

Respect Inc has four offices in Cairns, Townsville, Brisbane and Gold Coast with permanent part time staff based in each office including:

- Cairns Peer Educator
- Townsville Peer Educator
- Gold Coast Peer Educator
- Bookkeeper currently based in Townsville

- State Coordinator based in Brisbane
- Brisbane Peer Educators x 2
- South East Workforce Development Peer Educator specialising in Youth currently based in Brisbane
- Statewide Asian Focused Peer Educator currently based in Brisbane
- Statewide Career Development Peer currently vacant

Our concurrent funding is provided within a service agreement with Communicable Diseases Branch, Queensland Health. We also have smaller grants which are used to develop and deliver peer services with some including human resources on fixed term contracts.

B. Purpose of the position

The position of State Coordinator involves working relatively autonomously under the general direction of the Management Committee to establish, coordinate and monitor projects and/or programs, priorities and work flows in areas of responsibility and supervise staff within the values, policies and procedures of the organisation.

C. Essential Skills

- Sex work experience is a necessary requirement for this role and diversity of experience will be highly regarded
- Proven leadership, managerial and human resource management skills
- Knowledge and understanding of the health and related issues affecting sex workers in Queensland
- Knowledge of the principles of cross cultural communication, sensitivity to social equity issues and social justice issues and practices and the ability to work with the diversity of sex workers (CALD sex workers, male sex workers, transgender sex workers, street-based sex workers, transient/travelling sex workers, isolated sex workers with restricted access to services) who make up the Queensland sex worker community
- Ability to provide education, support and referral to sex workers and other education programs with government and non-government agencies,
- Ability to work in a team environment under the general direction of the Management Committee
- Computer skills including the ability to use word processing programs and the ability to rapidly acquire skills in use of Google drive applications
- Superior interpersonal communication skills (including presenting as non-judgemental, non-discriminatory and non-dictatorial), ability to maintain confidentiality, be responsive to emerging needs and proven negotiation and advocacy skills
- Written communication skills including report writing,
- Ability to work autonomously, plan and organise work effectively, using effective time management skills

- Proven experience in actively facilitating meetings and training sessions and advocacy
- A current Queensland driver's licence.

Desirable skills:

- Knowledge of the current legislation for sex work in Queensland and the ability to explain to others
- People who identify as Culturally or Linguistically Diverse including Aboriginal are encouraged to apply

D. Primary Duties and Responsibilities

- To coordinate the various programs within Respect Inc and work collaboratively with the Management Committee within a community development framework
- Provide supervision, training and support by phone, video conferencing and in person when possible to the staff members to ensure consistent and quality services are provided to sex workers.
- Approve timesheets, leave requests, appraisals, disciplinary procedures and other authorisations as necessary and manage the administration tasks involved in human resource management such as maintaining employment files, recruitment and induction.
- Provide advocacy services with/on behalf of sex workers to ensure that their interests are represented. Participate in law and other social policy reform activities and activities aimed at improving the workplace health and safety needs of sex workers in Queensland.
- Ensure that data is collected, maintained and presented in a way that meets the needs of the members of the organisation, funding bodies, auditors and the ATO.
- Work collaboratively with the Management Committee to ensure service reporting requirements for the various funding bodies are met.
- Actively contribute to the annual budgets and the reviews at the Management Committee meetings and assist staff in understanding how it impacts on their work plans and proposals.
- Provide reports to the Management Committee regarding the services, human and other resources and other identified information alongside attending Management Committee meetings each month and applicable subcommittees.
- Actively participate in annual reviews and other reviews as deemed necessary such as the policies, procedures, practices of the organisation and staff appraisals, strategic and operational planning processes.
- Jointly facilitate the preparation and planning of our annual Respect Round Table as well as attend, present nominated topics within the internal training and actively participate in all relevant agenda items. Attend the Scarlet Alliance National Forum in November of first year of employment at least.
- Other duties as negotiated with the Management Committee.

D. Terms and conditions of employment

The Management Committee are located within up to five regions through Queensland and primarily meet via video conferencing (Google hangouts and/or Skype) and communicate via email. As a group, the MC represent a diverse range of sex workers as directed by our constitution and membership.

This position is directly accountable to the Management Committee. This is a permanent position with a condition based on the funding available. This position is primarily funded through the sexual health funding provided by Queensland Health and at times will include smaller components of other funding agreements.

SCHCDS (Social Community Home Care and Disability Services) Industry Award 2010, Award commencing at Level 5. Agreements for future reviews of the level and pay points will occur after completion of on-the-job training and with the staff appraisal process.

E. Key Selection Criteria

1. Demonstrated understanding of issues faced by sex workers and evidence of previous work experience in sex work.
2. Demonstrated ability to supervise staff members within the current employment frameworks relevant for a community based organisation.
3. Demonstrated ability to coordinate programs or projects including time management skills necessary for a demanding and diverse role.
4. Demonstrated ability to communicate including interpersonal, written and report writing skills within a range of environments including but not limited to: coordinating a team of people with diverse skills and experiences, representing an organisation to government and advocacy.
3. Demonstrated understanding of how to work within a social justice framework and the value of an affirmative action program delivery and organisational structure.
4. Demonstrated ability to work as an active member of a multidisciplinary team within a demanding environment and be directly accountable to a Management Committee.
5. Computer skills in programs such as Google Drive and Microsoft applications.
6. An open Queensland Drivers License.