



Position: Social Media Officer (Permanent, part-time)

## Application Package

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### TO APPLY:

1. Read the below information outlining the position description, skills required (selection criteria) and terms and conditions of employment.
2. Complete your application by including:
  - (a) A brief cover letter.
  - (b) **Answers to the Key Selection Criteria, listed in section 4. Write one page, at most for each question,** addressing your relevant knowledge, skills, abilities, training and experience that demonstrates that you meet the criteria. You can give specific examples, including screen caps and JPGs 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 social media and/or digital arts portfolio,** with screen caps of social media campaigns you have run, graphic design you have produced, and/or examples of good social media campaigns and graphic design that you would produce. If you fail to submit a portfolio, it will be assumed that you do not meet the position requirements.
  - (d) **A copy of your resume/curriculum vitae (CV)** that provides your personal details, qualifications and work history, **including sex work and social media/digital design experience.** Respect Inc endorses an affirmative action policy that 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 selection panel.
  - (e) **At least two referees, including one who can confirm your sex work experience.** Include their name, email, and mobile phone number. They may be contacted for a confidential verbal reference.
3. Email your application to: [jobs@respectqld.org.au](mailto:jobs@respectqld.org.au)

**Applications close: 5pm, Thursday 3 February, 2022**

*Please note: all imagery and campaign work created for Respect Inc in this role is property of Respect Inc.*

***If you are interested in the position but unsure whether you meet the selection criteria, please call the State Coordinator on 0451 149 782 to discuss.***



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### POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Role:</b>	Social Media Officer
<b>Classification Level:</b>	SCHADS (Social Community Home Care and Disability Services) Industry Award 2010, Award Level 4.1, Permanent part-time, \$37.51 per hour
<b>Location/s:</b>	The position is based out of one of the Respect Inc offices. Cairns, Townsville, Brisbane or Gold Coast.
<b>Status of Position:</b>	7.5 hours a week, Permanent part-time

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#### (1) About Respect Inc

Respect Inc is a not for profit, sex worker organisation focused on protecting and promoting the rights, health and well-being of Queensland sex workers.

Our organisation works with the Queensland sex worker community to provide peer education, outreach, information, events, and workshops, regardless of gender, age, location, industry sector, legal status, cultural background or linguistic abilities. We also undertake advocacy, providing a formal medium to communicate sex worker issues and concerns so as to improve the rights and respond to the workplace health and safety needs of sex workers in Queensland.

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 organisation.

#### (2) Purpose of the position

The position of Social Media Officer is responsible for Respect Inc's online presence by developing a strategy, creating content, analysing usage data and feedback, responding to engagement and implementing the organisation's social media campaigns within a sex work rights framework, informed by the Respect Inc aims and objectives, policies and procedures.

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### (3) Position Description

- A. **Coordinate Respect Inc's online presence.** Plan, design, create and schedule content and online campaigns on relevant digital platforms to enhance Respect Inc's work. This includes promotion and circulation of Respect Inc opening hours, events, workshops and information sheets.
- B. **Create original images and multimedia materials** to achieve positive engagement with Respect Inc's social media.
- C. **Schedule, post and promote sex work-related content.** Share articles, links and research content of interest to sex workers in Queensland. Re-post and promote the content of other sex workers and sex worker organisations' social media
- D. **Social media-based community engagement and community development.** Promote community engagement with Respect Inc social media accounts and contribute to sex worker community development. Respond to direct messages and review public contributions to social media accounts by responding, modifying or deleting inappropriate material. Refer sex worker community requests to peer educators and provide handover as required.
- E. **Ensure Respect Inc social media content is accurate and legal** paying close attention to detail.
- F. **Engage in accountability measures** such as relevant internal approvals, and file management.
- G. **Participate in the Respect Inc team** in a constructive way, using communication and group work skills. Advise and inform Respect Inc team members of potential and upcoming social media campaigns as appropriate.
- H. **Take direction** and participate in quarterly supervision.
- I. **Carry out all work for this role in line with Respect Inc aims and objectives, policies and procedures.**

### Terms and conditions of employment

This is a permanent part-time position. Staff are employed under the SCHADS (Social Community Home Care and Disability Services) Industry Award 2010. This position will be paid at Permanent Level 4.1 at the following rate: \$37.54 per hour.

**Sex workers who are transgender, gender diverse, Aboriginal, Torres Strait Islander and/or living with HIV are strongly encouraged to apply.**



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### (4) Key Selection Criteria.

Please address each of these, with a maximum one page per Criteria.

1. Choose a. or b. and create a draft digital campaign for twitter, facebook and instagram, applying Respect Inc values as you understand them:
  - a. Promotion of a sex worker only workshop about human rights, or
  - b. Promotion of condoms, lube and other safer sex supplies.
2. Tell us about your current and/or previous sex work experience.
3. Tell us your understanding of the benefits, risks and issues surrounding sex worker engagement on social media platforms. How does social media fit within the broader goals of sex worker peer education, pride, networking, information sharing and safety?
4. Outline your experience or educational background in social media, graphic design, copy editing, marketing or another field relevant to this role. Tell us how you could use this experience within the role.
5. Demonstrate your knowledge of and ability to use the following social media platforms: Instagram, Twitter, Facebook, and tell us about any other platforms you have strong experience with.
6. Describe the difference between coordinating a sex worker organisation's social media accounts and using personal social media accounts.
7. Excellent written, verbal and interpersonal communication skills. Experience across multi-media platforms, email and G-Suite.
8. What do you know about the sex worker community and rights movement, including the impact of criminalisation, HIV/AIDS, STIs, stigma and discrimination? Tell us about your experience in sex worker communities.
9. Tell us about your ability to work as an active member of a diverse team (including when colleagues are in different locations), take direction and learn from others, manage your own time and use a work plan to achieve goals and deadlines.
10. Explain your experience of problem solving and resolving conflict.