



Operations Manager position, Meanjin (Brisbane) Application Package 2025

Position Details: Operations Manager, Meanjin (Brisbane)

This position is a permanent part-time position, 22.5 hours per week over 3 days/week. Social Community Home Care and Disability Services (SCHCADS) Industry Award 2010 Level 7.1 (\$58.23), plus 12% superannuation and salary packaging available.

Applications close COB Monday 30 June 2025.

The Respect Inc team is available to assist you with your application.
Email sc@respectqld.org.au or ella@respectqld.org.au to make a time to talk with someone.

Only current or past sex workers are eligible to apply.

Email applications to jobs@respectqld.org.au
If you have any questions please email: sc@respectqld.org.au.

How to apply:

Read the entire package prior to starting your application.

Prepare:

1. A brief cover letter or email.
2. A response to each of the key selection criteria, up to one page for each topic. Describe your relevant knowledge and skills.
3. Include a copy of your resumé or curriculum vitae (CV) that provides your personal details, qualifications and work history, including sex work.
4. Provide two referees, including one who can confirm sex work experience, their name, email, and/or telephone contact details, to be contacted for a confidential verbal reference.
5. In order to demonstrate your skills please provide links or copies of at least two examples of writing you have produced. Where possible, at least one example should relate to sex work. Note: if this is a barrier to applying please contact CEO Carly Nichol on 0451 149 782.



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About Respect Inc:

Respect Inc provides peer-based services to, and advocacy for, sex workers in Queensland. We are a member organisation of Scarlet Alliance, the national peak body representing sex worker organisations in Australia.

We provide peer education, information, events, workshops and support programs to Queensland sex workers regardless of gender, age, location, industry sector, legal status, cultural background, class or linguistic abilities. We also provide a formal medium to communicate sex worker issues and concerns, to improve the rights and respond to the workplace health and safety needs of our peers.

More specifically, we provide:

- information, education, peer support, events, workshops, 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.

Mission Statement:

We are Queensland sex workers voicing our need for human, industrial and workplace rights for all sex workers. We aim to improve the lives of sex workers by eliminating stigma and discrimination via social, legislative and political change.

Vision Statement:

We envisage a society where we as sex workers have equal status in society and are free to pursue our occupation safely, on our own terms without fear of criminalisation, stigma or discrimination. Our vision is for sex work to be recognised as work and as such fully decriminalised.

Values of the organisation:

Diversity Equality Rights Respect Pride Autonomy



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Purpose of the position:

The Respect Inc Operations Manager will be responsible for providing leadership and management to the organisation, supporting it to meet its regulatory and other obligations and enhancing the organisation's capacity to effectively inform policy development related to sex work in Queensland. It involves working cooperatively within a multi-disciplinary team. All duties conducted are to be guided by the core values, Vision and Mission Statement of Respect Inc. This position is responsible to the Respect Inc Chief Executive Officer (CEO).

Skills and experiences you'll need to bring:

The key skills and experience for this role are:

- Sex work experience*
- Knowledge about the sex worker rights movement in Queensland and Australia
- Skills in policy and report writing
- Knowledge of the regulations and laws that will apply to sex work in Queensland
- Strong written and copy edit skills

Additional skills and experiences considered valuable:

- Undergraduate degree majoring in political science, law or a relevant field
- Previous experience writing content related to sex work
- Experience coordinating consultation

The position is based at the Brisbane Respect Inc office. Some travel may be required.

Primary duties and responsibilities:

The Operations Manager will:

- Assist the CEO to implement Respect Inc's policy and program response to the priority areas of the current Strategic Plan in line with Respect Inc's objectives.
- Manage performance indicators and contractual outcomes for projects/programs as designated (other than peer education), aspects of the organisation's funded activities and maintain the organisation's Mission Statement, Vision and core values.
- Oversee, coordinate and manage Respect Inc's administrative and strategic work, including the payroll review process, grant and proposal writing, monitoring and evaluation and funder reporting; staff supervision for staff under the direct supervision of the Operations Manager; and partnership agreements with existing and potential partners.
- Report to the CEO and Governance Committee regularly on designated areas of responsibility.
- Other duties as directed by the CEO.



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Operations management:

- Ensure compliance with organisational obligations including incorporation, charity status and other affairs.
- Renew and maintain internal and external policy and procedures to support effective operations.
- Personnel management (the administrative aspects of hiring, training and maintaining employees), assist in the development of efficient HR documentation and processes, including recruitment.
- Provide direct supervision to any staff this position directly supervises and role model leadership to staff.
- Ensure work practices comply with the requirements of relevant legislation including work, health and safety and organisational policies and procedures.
- Assist the CEO in financial management, policy and procedure implementation in accordance with industry best practice.
- Work with the bookkeeper and CEO in the preparation of program budgets and financial reports.
- Work with the bookkeeper and CEO to assist in preparation of the annual report when required.

Grant management:

- Assist CEO in tracking and achieving organisational progress against contractual agreements.
- Assist with preparation of grant reporting and acquittal as required.
- Monitor funding opportunities within and outside of the sector to diversify core and programs-based resourcing.
- Draft funding applications as required.

Advocacy:

- Represent Respect Inc on panels, at conferences, forums, and on committees as required.
- Represent Respect Inc positions, and those of other peer-led sex worker organisations in Australia, and evidence from the membership to government, advisory bodies and other organisations.
- Maintain an understanding of government processes to inform effective advocacy.
- Work with the CEO to continue to increase the profile of Respect Inc by monitoring all promotional activities to ensure optimum promotion of the organisation.
- Promote policy development that is evidence based and in line with Respect Inc, other peer-led sex worker organisations within Australia and internationally.
- Assist CEO in coordination of media responses and representation of Respect Inc and its positions in print, radio, television and web-based media including drafting media releases and drafting briefs and media responses .
- Assist with management of community events including the Round Table, the AGM and days of importance to the sex worker community.



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Program management:

- researching and analysing priority policy issues.
- identifying positions taken by other sex worker organisations.
- drafting briefing papers, discussion papers, policy documents, submissions, articles and media releases.
- coordinating and managing, in conjunction with the CEO, Respect Inc's programs including grant and other proposal writing, partnership agreements and acquittals with existing and potential partners.

Key selection criteria:

1. Diverse sex work experience and demonstrated understanding of the key issues impacting sex workers in Queensland.
2. Demonstrated knowledge of the principles of human rights and sex worker rights, decriminalisation and legislative frameworks in Queensland and national levels.
3. Knowledge of organisational structure, practices and activities within a peer-based community organisation, and principles of sex worker community development.
4. Demonstrated skills in program management including implementation, tracking progress, budgeting and financial management, program evaluation, report writing and acquittal.
5. Ability to write grant and other applications, review and negotiate MOUs and manage partner relationships.
6. Demonstrated strong policy research, legislation analysis and development skills and the ability to adapt writing to particular audiences.
7. Financial management skills, including experience developing and managing budgets, financial oversight, accountability and risk management.
8. Strong computer skills including Google Workspace, word processing, spreadsheets, file management, database systems, social media, internet and email and the ability to quickly acquire knowledge of systems and processes of Respect Inc.
9. Demonstrated effective oral, written and interpersonal communication skills, advocacy and reporting skills and the ability to work with minimal supervision.
10. Demonstrated ability to work as an active member of a multidisciplinary team within a demanding environment, resolve conflict and be directly accountable to the CEO.

Desirable (not essential)

1. An understanding of social and public health policy concerning marginalised communities.



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2. An understanding of parliamentary, state and federal government processes and funding processes.
3. An understanding of the role of the community sector in the Australian response to BBV and STIs.
4. Undergraduate degree majoring in political science, law or a relevant field.
5. Current drivers licence.



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Acknowledgement of Country

Respect Inc would like to acknowledge the Traditional Custodians of the lands on which our offices are located and Elders, past and present. They are the Yirrganydji People and the Yidinji People, the Gunganji People and Tjapukai People of Gimuy (Cairns), the Turrbul People and Yaggera people of Meanjin (Brisbane), the people of the Yugambeh Language Group, the Kombumerri People, and the Ngandowal People and Minjungbal People of the Bundjalung Nation.

We stand in solidarity with Aboriginal and Torres Strait Islander peoples and respect their strength and resilience in the face of ongoing colonisation.

“If you have come here to help me, you are wasting your time. But if you have come because your liberation is bound up with mine, then let us work together.”

– Lilla Watson, Gangulu Nation