



TO APPLY:

1. Read the attached information.
2. Complete your application by including:
 - (a) **A brief cover letter or email**
 - (b) **Answers to the selection criteria**, including your relevant skills, knowledge, training and experience. Please 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 telephone contact details, who can be contacted for a confidential verbal reference, including one who can confirm sex work experience.

3. Email your application to: Respect Inc

Email: jobs@respectqld.org.au

All sex workers, including culturally or linguistically diverse, Aboriginal and Torres Strait Islander peoples, trans and gender-diverse people are encouraged to apply.

Applications close 5pm, Friday 27 May 2022

Note: if you are interested in the position but unsure whether you should apply please call Robert Fawkes (Chairperson) on 0435 839 960 or Dr Elena Jeffreys (State Coordinator) on 0451 149 782 to discuss.

Role:

State Coordinator

Meanjin

Respect Inc
Application Package June 2022

Classification Level: SCHCDS (Social Community Home Care and Disability Services) Industry Award 2010, Award Level 5- Award Level 6 depending on skills and qualifications

Location/s: Meanjin (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:

- sex worker-only drop in at three locations statewide
- One-on-one information, education, peer support, advocacy and referrals via phone, email, in-person, online and workshops
- phone support, and in-person outreach to local, regional and isolated sex workers
- online, postal and in-person sales of inexpensive safer sex products (condoms, lubes, etc.)
- sex worker community development, health promotion, events, activities, resources and workshops
- allied health services workforce network development training
- representation of sex worker issues online, in media, at networking opportunities and 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 three offices in Gimuy (Cairns), Meanjin (Brisbane) and Yugambah (Gold Coast) with staff based in each office including:

- Cairns Peer Educator
- Gold Coast Peer Educator
- Bookkeeper
- Assistant Bookkeeper



- Brisbane Peer Educators
- Peer Educator Specialising in Youth
- Statewide Asian-Focused Peer Educator
- Statewide Career Development Peer
- Social Media Peer

Respect Inc concurrent funding is provided within a service agreement with Communicable Diseases Branch, Queensland Health. We also have smaller grants that are used to develop and deliver peer services with some staff on fixed-term contracts.

B. Purpose of the Position

The position of State Coordinator involves working autonomously under the 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. Selection Criteria (essential)

1. Evidence of previous work experience in sex work.
2. Demonstrated understanding of issues faced by sex workers in Queensland, knowledge of the current legislation for sex work in Queensland as well as the importance of the decriminalisation campaign, and the ability to explain these to others
3. Demonstrated leadership, managerial, and human resource management and financial management skills, including the ability to supervise staff members within the current employment frameworks relevant for a community-based organisation in an environment of strict confidentiality.
4. Demonstrated ability to coordinate programs or projects necessary for a demanding and diverse role including the ability to work autonomously, plan and organise work effectively, using effective time management skills
5. 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.
6. Demonstrated understanding of how to work within a social justice framework and the value of an affirmative action program delivery and organisational structure.



7. Demonstrated ability to work as an active member of a multidisciplinary team within a demanding environment and be directly accountable to a Management Committee under general direction.
8. An open Queensland drivers licence.

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 in a timely manner.
- 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 including the decriminalisation campaign.
- 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 adhering to strict confidentiality as per policy and procedures.
- 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 including the Executive.
- 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.
- Other duties as negotiated with the Management Committee.



E. Terms and conditions of employment

The Management Committee members are located within various regions throughout Queensland and within the proximity of the Queensland border. The Management Committee primarily meets via video conferencing (Google hangouts) and communicates via email. As a group, the MC represents 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 Queensland Health and at times will include smaller components of other funding agreements.

The position is paid according to the SCHCDS (Social Community Home Care and Disability Services) Industry Award 2010, commencing between Level 5 and Level 6, depending on skills and qualifications. Agreements for future reviews of the level and pay points will occur after completion of on-the-job training and through the staff appraisal process.