



Application Information Kit:
Resources & Communications Officer
Permanent Part-time (28hrs/week)
SCHADS Award Level 5.1; salary packaging available
Applications close: 5pm, 16 November, 2022

TO APPLY:

1. **Read the attached information** outlining the position description, selection criteria, and position details.

2. **Complete your application** by including:

- **A cover letter**

- **A document in which you address the selection criteria.** Under each criterion write any relevant knowledge, skills, abilities, training, and experience to demonstrate you meet that criterion. You can give specific examples where you have used your skills and abilities, which relate to the specific criterion. Where the criterion asks for 'demonstrated' knowledge you must show and explain that you have this knowledge (as briefly as possible). If you fail to clearly illustrate that you have this knowledge it will be assumed that you do not meet that criterion.

- **A copy of your curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Sex Workers Outreach Project, Inc. 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 telephone contact details of two professional referees who can be contacted for a confidential verbal reference.

3. **Submit your application** to: employment@swop.org.au

Note: If you are interested in the position but unsure whether you meet the selection criteria please call the SWOP NSW President on 0467 600 297.

Complete application must be submitted by 5pm, 16 November, 2022

Resources & Communications Officer

Sex Workers Outreach Project, New South Wales (SWOP NSW) is the state's peer sex worker organisation and has been representing sex workers for over 35 years. SWOP NSW works to sustain low rates of STIs and BBVs, including HIV, and provide sex workers equitable access to health, safety, and human rights, and legal and workplace protections.

JOB DESCRIPTION

Position Overview

The Resources Officer is primarily responsible for coordinating SWOP's social media presence, website and developing, producing, and updating SWOP's resources, publications.

Position Detail

- **Resources & Communications Officer:** Permanent Part-time (28hrs/week)
- **Rate of Pay:** SCHADS Award Level 5.1; salary packaging available
- **Days of work:** Tuesday, Wednesday, Thursday and Friday, may be requested to work weekends
- **Hours of Work:** 10.00am to 6.00pm, may be requested to work outside these hours (one hour unpaid lunch break)
- **Probation:** in line with the SCHADS Award
- **Reports to:** Chief Executive Officer
- **Reported to by:** No other SWOP staff report to the position
- **Work Location:** Unit 7, 110 Botany Road Alexandria NSW 2015

Main Duties and Responsibilities

Resources & Communications Officer

- Manage the design and copy writing of:
 - wellbeing, rights, health promotion and peer education resources for NSW sex workers,
 - promotional material and corporate publications such as flyers, brochures, print/online advertisements, web-based resources, strategic plans and annual reports
 - the Professional magazine, including convening meetings of the editorial committee and sex worker community consultation such as focus testing and resource evaluation, and distribution
 - social media and online campaigns
 - member and sex worker e-newsletters
 - website content
 - including sourcing, creating and fact-checking content and images.

- Work collaboratively with other staff in resource and content production and identify and address emerging needs and/or gaps in resource provision in-line with organisational priorities.
- Collate reports, produce and coordinate distribution of UM info in collaboration with relevant SWOP staff.
- Liaise with external stakeholders and service providers as required.
- Ensure effective file management and archiving of SWOP resources and publications.
- Set priorities, plan and organise workload in conjunction with the line manager.
- Maintain appropriate and timely statistics, administrative records and written reports.
- Follow internal approval processes and incorporate into planning timeline.
- Actively participate in and contribute to an ongoing process of supervision, project evaluation, team and general staff meetings, quality improvement and professional development strategies.
- Perform other duties to assist with the work of the organisation as requested by your supervisor (or designate).

**SELECTION
CRITERIA:**

Essential:

1. Lived experience of sex work and knowledge of the sex worker rights movement in Australia
2. Demonstrated understanding of the key issues impacting on sex workers and the sex industry in New South Wales.
3. Understanding of and commitment to peer education, health promotion, harm reduction and promoting the health, wellbeing and rights of sex workers
4. Demonstrated experience using design, publication and image creation software especially Adobe (Photoshop, Indesign, Publisher) or equivalent
5. Demonstrated knowledge of and experience using social media platforms
6. Experience in project management, especially working with various collaborators
7. Excellent communication skills, including the ability to write accessible, informative resources
8. Demonstrated attention to detail and accuracy and copy writing skills
9. Ability to work as part of a diverse team including culturally & linguistically diverse individuals
10. Time management skills, including the ability to work to deadlines and prioritise competing demands and to work with minimal supervision

Desirable:

1. Experience in peer education, harm reduction and/or health promotion
2. Web design or maintenance experience

1. Previous experience developing resources and/or magazines
2. Experience in Internet based education strategies via websites, social media and other internet platforms

**ADDITIONAL
INFORMATION**

Orientation is offered for this role.

For more information about the role, please contact SWOP NSW President on 0467 600 297 or see <https://swop.org.au/sex-worker-friendly-employment>