



Application Information Kit:

Resources & Communications Officer

2-4 days/week, permanent part time

SCHADS Award Level 5.1

Applications close: 5pm 30 November 2023

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.** This should be at least one page but no more than four pages. 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.
 - **Examples of previous work.** Ideally this will include samples of writing for a range of audiences, designs completed using Adobe suite and any other relevant programs.
 - **A copy of your curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. SWOP NSW 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 SWOP NSW Chief Executive Officer on 0407 709 947.

Complete application must be submitted by 5pm 30 November 2023

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 provides sex workers equitable access to health, safety, and human rights and legal and workplace protections.

JOB DESCRIPTION:

Position Overview

The SWOP NSW Resources & Communications Officer is responsible for developing, maintaining and coordinating the organisation's social media presence, website, resources, publications and other communications.

Position Detail

- Hours per Week: 28 (Part Time), 10:00am-6:00pm, Monday-Thursday, some evening/weekend work may be required on occasion
- Classification: SCHADS Award Level 5.1 (Salary Packaging available)
- Probation: in line with the SCHADS Award
- Rate of Pay: \$47.50 per hour plus superannuation and leave loading
- Position reports to: SWOP NSW Chief Executive Officer
- Location: 7/110 Botany Rd, Alexandria, NSW 2015

Main Duties and Responsibilities

- Prepare and send a monthly e-newsletter for NSW sex workers.
- Write and post a bimonthly blog article for NSW sex workers.
- Produce and distribute an annual magazine for NSW sex workers, including the collection of contributions from community members.
- Source, create and publish content for SWOP NSW Facebook, X and Instagram accounts, including educational campaigns. Assist in the development of content for Chinese, Thai and Male outreach project social media accounts.
- Design promotional materials for SWOP NSW workshops, forums and events.
- Produce new educational resources for NSW sex workers, and update existing SWOP NSW resources as required.
- Coordinate the development of a new SWOP NSW website, maintain and update as required.
- Collaborate with SWOP NSW staff and governance committee members to produce annual reports, strategic plans, new/update policies & procedures, and other key documents.
- Assist with other irregular communications, including for SWOP NSW members, NSW sex industry staff, partner organisations and others.
- Routinely monitor various media sources for content relevant to NSW sex workers, and share both internally and externally as appropriate.

- Regularly consult with NSW sex workers and other key stakeholders, and work with other SWOP NSW staff to assess community needs in relation to resources & communications, and to obtain input and feedback.
- Maintain excellent working knowledge of sexual and other health, and legal rights and responsibilities as they relate to the NSW sex industry and the objectives of SWOP NSW, for inclusion in organisational resources, publications and communications:
- Contribute to regular staff meetings and participate in other mechanisms for increasing organisational knowledge, informing organisational direction, and evaluating organisational output.
- Establish priorities, organise workload, manage time and meet deadlines agreed to with supervisor.
- Ensure accuracy of work, and that language and style is matched to the specific output.
- Effective file management, including archiving.
- Work in accordance with relevant legislation and SWOP NSW policies and procedures.
- Perform other duties as requested by supervisor.

SELECTION CRITERIA:

Essential Criteria

- Current or previous experience as a sex worker, a thorough understanding of issues impacting on sex workers in NSW, and knowledge of the sex worker rights movement in Australia and internationally.
- Understanding of and commitment to peer education, health promotion, harm reduction and community engagement/development. Excellent working knowledge of STIs/BBVs, AOD, Mental Health, WHS, Legal Rights and Responsibilities - in relation to the NSW sex industry.
- Demonstrated experience using design software, including but not limited to Photoshop, Indesign, Publisher, Canva. Demonstrated ability to work with external printers/publishers as required.
- Demonstrated ability to utilise social media and other platforms to provide targeted education and engage specific communities.
- Demonstrated project management abilities, including ability to work collaboratively with a diverse team and other key stakeholders, and to work independently with minimal direction.
- Demonstrated strong oral and written communication skills, including ability to adapt writing style to suit a specific audience.
- Strong organisational and time management skills with the capacity to plan and prioritise work to meet competing deadlines, and use initiative to problem solve and achieve outcomes.
- A desire and willingness to work with other sex workers, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, people who

inject drugs, people with disability, trans and gender diverse people, and people living with HIV.

Desirable Criteria

- Experience in peer education, health promotion, harm reduction and community engagement/development.
- Web design experience.

ADDITIONAL INFORMATION:

Orientation is offered for this role.

For more information about the role, please contact SWOP NSW Chief Executive Officer on 0407 709 947 / ceo@swop.org.au