



Application Information Kit: Outreach Manager

5 days/week, permanent full-time

SCHADS Award Level 6.1

Applications close: 5pm 31 July 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.
 - 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 SWOP NSW Chief Executive Officer on 0407 709 947.

Complete application must be submitted by 5pm 31 July 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

This position is responsible for coordinating the efficient and effective delivery of SWOP NSW's peer education, health promotion and community development program aimed at improving the health, wellbeing, safety and rights of sex workers in NSW, including STI and BBV awareness. This includes the day-to-day management of the SWOP NSW outreach team.

Position Detail

- Hours per Week: 38 (Full Time)
- Classification: SCHADS Award Level 6.1 (Salary Packaging available)
- Probation: in line with the SCHADS Award
- Rate of Pay: \$51.89 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

- Manage the planning, implementation, and evaluation of SWOP NSW's peer education, health promotion and community development program for NSW sex workers.
- Coordinate the day-to-day operations of the SWOP NSW outreach team, delegation of work and rostering that reflect the needs of sex workers in NSW and SWOP NSW organisational needs.
- Manage the recruitment, training, work plan development, supervision, appraisal and performance management (in consultation with the CEO) of staff this role supervises.
- Remain aware of developments impacting the health, wellbeing, safety and rights of NSW sex workers, and ensure the SWOP NSW program of activities remains relevant and effective.
- Coordinate the development and distribution of targeted educational materials providing NSW sex workers with current and relevant information, including on STI and BBV prevention and testing.
- Build and enhance partnerships with other service providers to ensure effective and coordinated responses to the needs of NSW sex workers.
- Facilitate meetings and training events with other service providers, representing the needs of NSW sex workers and advancing SWOP NSW advocacy priorities in line with organisational objectives, including reducing stigma and discrimination against sex workers.
- Contribute to the development and implementation of organisational policies and procedures.

- Evaluate and monitor activities and outputs to reach performance indicators, strategic plan goals and objectives.
- Ensure that SWOP NSW program activities comply with relevant legislation, codes of practice and ethics, organisational policies and procedure, delegation of authority, contractual requirements, and budgets.
- Maintain appropriate and timely statistics, administrative records, staff supervision reports and written reports.
- Use initiative to problem solve and achieve outcomes.
- Perform other duties as requested by supervisor.

SELECTION CRITERIA:

Essential Criteria

1. Sex work experience and understanding of the sex worker rights movement, particularly locally and nationally.
2. Knowledge of key health, legal and other issues for sex workers (including CALD, Aboriginal and Torres Strait Islander, and Trans and Gender Diverse community members) and the sex industry in NSW.
3. Ability to design, implement and evaluate peer education, health promotion, harm reduction and community development programs.
4. Demonstrated ability to supervise staff and foster effective team work.
5. Ability to oversee resource production and review, with attention to detail and accuracy.
6. An understanding of approaches to STI and BBV prevention in sex work settings.
7. Ability to plan and promote positive organisational change.
8. Demonstrated ability to plan and prioritise workload to manage competing deadlines and meet organisational goals and deadlines.
9. Demonstrated ability to work collaboratively with a diverse team, and to work independently with minimal direction.
10. Excellent organisation and time management, written and verbal communication skills, and technological literacy.

Desirable Criteria

11. A current NSW Drivers License Desirable (but not essential) Criteria
12. Sex work outreach experience
13. Qualifications in management, public health or other relevant fields.

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 or see <https://swop.org.au/sex-worker-friendly-employment>