



Application Information Kit: **Co-Chief Executive Officer (job share)**

3 days/week, permanent part-time

SCHADS Award Level 7.1

Applications close: 5pm, 11 July, 2022

Please note: this is a job share role with both staff working 3 days per week with one day per week overlap. The role allows for capacity building for the right applicant. If you do not meet all selection criteria fully (other than criteria number one), but have strong leadership skills, you should still apply.

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. **For this position there is a willingness by the organisation to support a person who does not currently meet all of the criteria (other than criteria number one), but does have strong leadership skills, to build capacity in the role. If you do not meet the criteria fully please point out areas you feel you will need support to increase your capacity.**

- **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, 11 July, 2022

SWOP NSW Co-Chief Executive Officer (Co-CEO)

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

This position provides strategic leadership and managerial functions for SWOP NSW to ensure the organisation meets its goals, objectives, legal and contractual requirements. The position operates in line with a delegation of authority and ensures best practice financial management and human resources practices are implemented. The position directs and inspires the organisation's staff team to deliver a quality program of activities for sex workers in NSW.

All duties conducted are to be in line with the organisation's objectives and strategic plan.

Position Detail

Hours per Week: 21 (Part-time)

Classification: SCHADS Award Level 7.1 (Salary Packaging available)

Probation: in line with the SCHADS Award

Rate of Pay: (L7.1) \$50.74 per hour plus superannuation and leave loading

Position reports to: SWOP NSW Governance Committee (via delegated position)

Location: 7/110 Botany Rd, Alexandria, NSW 2015

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Main Duties and Responsibilities

SWOP NSW Co-Chief Executive Officer (job share)

Strategic Leadership and Representation

- Remain aware of developments impacting the health, wellbeing, safety and rights of NSW sex workers, and ensure SWOP's program of activities, advice and advocacy remains current, relevant and effective.
- Maintain current knowledge of STI and BBV prevention, testing, and treatment, particularly in relation to NSW sex workers. Contribute to development and implementation of key NSW strategies.
- Keep SWOP NSW focussed on its strategic plan as a key guiding document that represents the organisation's values, goals and actions.
- Provide representation that ensures SWOP NSW is positioned as a lead agency in policy development affecting the NSW sex industry.
- Participate in meetings and other forums with government and non-government agencies to ensure representation on matters impacting NSW sex workers and SWOP's policy position is appropriately presented and incorporated into collaborative decisions regarding changes in strategies, laws, policies, practices and partnership.

- Represent SWOP NSW (or identify the appropriate delegate) on panels, at conferences, forums and on committees, advisory bodies and to government and other organisations.
- Develop and maintain an understanding of government processes to inform effective policy engagement.

Financial Management

- Ensure sound financial management in accordance with industry best practice. Undertake budget reviews, track expenditure against budget, in line with the delegations table and ensure practices to prevent, identify and report fraud or theft are implemented.
- Direct supervision of the Finance Officer ensuring accurate, timely, processing and reconciliation of accounts.
- Manage the preparation of annual and project budgets; monthly financial reports and make recommendations to the Governance Committee regarding financial operations.
- Oversee the preparation of the audited accounts and liaise with the auditors (in consultation with the Treasurer).
- Convene regular meetings with the Treasurer and President on financial tracking, reporting and management.

Personnel Management

- Ensure the efficient management of human resources, including recruitment, training, work plan development, supervision, performance appraisal and management, and professional development.
- Provide direct supervision with all staff this position supervises and provide leadership and overall direction to all staff.
- Regularly meet with management and role model best practice supervision practices and accurate documentation.
- Ensure that SWOP NSW activities comply with relevant legislation, codes of practice and ethics, organisational policies and procedures, delegation of authority, contractual requirements, and budgets.
- Identify staff knowledge gaps and provide appropriate workplace training opportunities.

Governance

- Ensure the Governance Committee is supported by the organisation's infrastructure and has access to training.
- Ensure the governance committee has access to the reports and information it needs to make informed decisions, particularly drawing early attention to issues that fall within the Governance Committee's responsibilities, or present a potential risk to the organisation.
- Provide strategic advice to the Governance Committee through briefs, monthly written reports and requested input to meetings.
- Meet regularly with, and brief the President on operations, policy, human resources, financial management and strategic matters.
- Take direction from the Governance Committee (via the Committee delegated supervisor) and participate in regular meetings and processes related to supervision, work plan development and performance review of the CEO role.

Relationship Management

- Continuously build and improve the organisation's relationships with:
 - NSW sex workers, including SWOP NSW members, promoting engagement and access to the organisation's activities. Act as the contact point to receive and respond to complaints.
 - Current and other funders - to ensure sufficient resourcing of operations activities; effective implementation of the funding agreements; acquittal of grants on a timely basis; and to provide advice in relation to the sex industry in NSW, particularly as it relates to the health and safety of sex workers.
 - Local Health Districts, Research Centers and other Government and non-Government agencies - to develop and maintain partnerships with Local Health Districts, sexual health programs and services; to promote best practice approaches to research; and to support improved access to SWOP and NSW sex workers
 - Scarlet Alliance and its member organisations - to partner with and work collaboratively with Scarlet Alliance and its member organisations to contribute to the sex worker rights movement in Australia.

Compliance and Reporting

- Develop, monitor and review SWOP NSW systems, policies and procedures (in consultation with the SWOP NSW governance committee).
- Ensure SWOP NSW adheres to all legislative requirements including those related to WHS and industrial relations.
- Coordinate and submit reports and acquittals to funders. Manage the tracking and reporting of KPIs, contract negotiations and acquittal to funders. Oversee and contribute to the preparation of funding submissions.
- Ensure SWOP develops and maintains a robust records management system to ensure appropriate information collection and storage, and an appropriate historical/archival record.
- Ensure records are kept of meetings and work undertaken, staff supervision and performance management and the safe keeping of those records.

Policy and Communications

- Manage development of policy materials ensuring they are accurate, evidence based and in line with the SWOP NSW objectives.
- Coordinate media responses and represent SWOP NSW and its positions in print, radio, television and internet-based media.
- Monitor SWOP NSW promotional activities, resources and public profile, including online, social media and community events.
- Maintain policies and procedures to support effective operations and meet legal responsibilities.
- Manage operations activities to meet the strategic plan goals.

Other

- Perform other duties as assigned by the Governance Committee.

**SELECTION
CRITERIA**

Essential:

1. Sex work experience and understanding of the sex worker rights movement, particularly locally and nationally.
2. High level knowledge and experience of the key ethical, social, health, legal and education issues related to sex workers and the sex industry in NSW.
3. Demonstrated understanding of the value, success and application of peer education, outreach, community development, health promotion and harm reduction in sex work settings.
4. Demonstrated ability to analyse developments in the sex industry locally, nationally and internationally to ensure SWOP NSW's programs, advice, communications, advocacy and policy positions remain at the cutting edge of current knowledge and practice.
5. Financial management experience and skills, including planning, budgeting, reading financial reports, contract and grants management.
6. People management experience and skills, including strong leadership for motivating, coaching and working closely with staff, understanding of industrial relations processes and practices.
7. Understanding of governance and demonstrated ability to work effectively with a Governance Committee.
8. Experience in working collaboratively with a diverse community, community leaders, volunteers, and stakeholders and in developing partnerships to achieve organisational goals.
9. Demonstrated understanding of government processes in order to enable SWOP NSW's advice and advocacy work to influence decision making.
10. A strong commitment to continuous learning, continuous improvement, quality initiatives and demonstrated experience in developing innovative responses to organisational challenges.
11. Experience in managing risk and in successfully leading and managing organisational change.
12. Excellent mediation, negotiation, conciliation, dispute resolution and interpersonal skills for handling and resolving complex issues.
13. Experience in managing media, skills and willingness to represent sex work issues in a range of media and public forums, and experience managing communication activities including resources and social media.
14. Integrity and an ability to remain accountable to others and maintain confidentiality.
15. Excellent written and verbal communication skills and a high level of technological literacy.

Desirable:

16. Tertiary qualifications or equivalent experience in health promotion, public health, health services or community organisation management, social services or a similar field.
17. Full NSW drivers license
18. Availability and willingness to travel nationally and internationally if required.

**ADDITIONAL
INFORMATION**

Orientation is offered for this role.

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The role allows for capacity building for the right applicant.

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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>