



POSITION TITLE: National Programs Manager

ORGANISATIONAL RELATIONSHIPS

This position will report directly to the Scarlet Alliance Chief Executive Officer (CEO), and supervises the Policy Officer, Policy Officer (Red Book), the Communications Coordinator, and the National Training Project Officer.

Position Objective:

This position will be responsible for effectively and efficiently leading and managing Scarlet Alliance's health promotion, community development and peer education national programs, in line with the organisation's strategic direction, core values, vision and mission statement.

The National Programs Manager will:

- Assist the CEO to develop and implement Scarlet Alliance's national programs work plan, aligned with the priority areas of Scarlet Alliance Strategic Plan and the Scarlet Alliance objectives.
- Coordinate and manage Scarlet Alliance's national programs including work planning, proposal writing, consultation, project design and planning, monitoring and evaluation, funder and donor reporting, staff supervision, finances and partnership agreements with existing and potential partners.
- Report regularly on human resources, representational and program activities; including management of Scarlet Alliance's schedule of reporting to government and to the CEO.
- Establish and maintain professional relationships with relevant stakeholders.
- Other duties as directed by the CEO.

PRIMARY RESPONSIBILITIES

Advocacy:

- Represent Scarlet Alliance on panels, at conferences, forums and on committees relevant to the position.
- Represent Scarlet Alliance positions and evidence from the membership to government, advisory bodies and other organisations.
- Coordinate submissions to government on topics related to the role.
- Maintain an understanding of government processes to inform effective advocacy.
- Continue to increase the profile of Scarlet Alliance through effective communications.

Policy

- Promote policy development that is evidence-based and in line with the Scarlet Alliance objectives.
- Follow policy and procedures to support effective operations.

Program Management

- Coordinate and manage Scarlet Alliance's national programs including proposal writing, project design and planning, monitoring and evaluation, funder reporting, budgeting, and partnership agreements with existing and potential partners.

Personnel Management

- Ensure the efficient management of human resources, including recruitment and selection, performance management and professional development of staff this position supervises.
- Provide direct supervision (with staff this position supervises) and model leadership to all staff.
- Ensure work practices comply with the requirements of relevant legislation and policy, including Work Health and Safety and organisational policies and procedures.
- Promote and/or facilitate mentoring, internal and external capacity-building opportunities and succession planning within the Scarlet Alliance staff and membership.

KEY SKILLS AND EXPERIENCE:

Experience/Skill Level Required:

- Sex work experience and demonstrated understanding of the principles of human rights and sex worker rights.
- Demonstrated understanding and knowledge of the current issues related to the diversity of sex worker populations in Australia.
- Knowledge of organisational structure, practices, and activities within a peer-based community organisation, and principles of sex worker community development.
- Demonstrated experience in the collaborative delivery of programs, with an emphasis on transparent consultation and partnership processes.
- Demonstrated knowledge of relevant theory and practice as it relates to BBV and STI prevention for sex workers, including community development, peer education, enabling environments, and harm reduction.
- Comprehensive knowledge of the design, delivery, and evaluation of health promotion services.
- Knowledge of community-based organisation governance mechanisms and approaches.
- Strong computer skills including Google Workspace, Microsoft Office, file management, internet and email.
- A desire, willingness and ability to work with other sex workers, people from culturally and linguistically diverse backgrounds, people who inject drugs, trans and gender diverse people, and people living with HIV.
- Willingness to travel inter/intrastate and be available outside of standard business hours.

Aptitude and Interpersonal Skills Required:

- Commitment to promoting sex worker empowerment, community ownership, sex worker representation, and self-determination as key health promotion approaches.
- Effective oral and written communication skills; organisational, time-management and reporting skills.
- Ability to develop and foster networks and collaborate with a range of stakeholders.
- Strong forward planning, analytical and strategic thinking skills.
- Ability to make timely and sound decisions.
- Ability to work both with minimal supervision and as part of a team.
- Demonstrated cross-cultural skills and knowledge and demonstrated knowledge of culturally appropriate work practices.
- Effective influencing and interpersonal skills.
- High level of attention to detail.