

## Position description

<b>POSITION TITLE</b>	Cook
<b>FULL-TIME/PART-TIME</b>	Casual. Approximately 5 hours per month.
<b>EMPLOYMENT CONDITIONS</b>	Hours of operation are Monday to Friday 9-5pm
<b>CLASSIFICATION</b>	Social and Community Services Employee, Level 3
<b>CERTIFIED AGREEMENT</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS Award)
<b>EQUAL EMPLOYMENT OPPORTUNITIES EXEMPTION</b>	Project Respect is exempt from sections 16, 18, 107 and 182 of the Equal Employment Opportunities Act, No. H206/2015. Women only candidates to apply. We actively encourage women with experience of the sex industry to apply.
<b>REPORTS TO</b>	Rachel Reilly Executive Director
<b>CONTACT DETAILS</b>	Ph: 9416 3401 email: info@projectrespect.org.au

### 1 Project Respect

Established in 1998, Project Respect is a non-profit community-based organisation that aims to empower and support women in the sex industry, including women trafficked to Australia.

Project Respect supports women in the following ways:

We assist women to access essential services - such as healthcare, housing and legal representation. We foster strong relationships with service providers, and undertake capacity building training with staff to break down the stigma and discrimination women in the sex industry experience when accessing mainstream services. We aim to achieve a service sector which is knowledgeable and responsive to the needs of women in the sex industry and women trafficked. At the centre of our support work is regular outreach, where we visit brothels in Victoria. We do this so women know we are available to them - without judgement - should they need us.

We advocate for women's rights against violence, trafficking and exploitation. To improve life for women in the sex industry, we must improve the status of women overall. Therefore, at Project Respect, we work directly with all levels of government, lobbying for broad policy change; we argue for better conditions for women while they are in the sex industry; we argue against the trafficking of women; we help expose violence against women, and push for solutions to eradicate it. In all of this work, we ensure women's voices are heard. We offer women a platform to write, speak and meet directly with decision makers. We know that their voices and leadership will create the positive change we seek.

### *Our Vision*

Project Respect's vision is a world where women are free from trafficking, prostitution, male violence, and sexual exploitation.

### ***Our Mission***

Project Respect's primary mission is to support and empower women trafficked and women in the sex industry, be guided and informed by the women we support and to advocate for the structural change needed to end all forms of sexual exploitation.

We aim to see this achieved by:

- Supporting women in the sex industry: through direct outreach, practical assistance, referral, ongoing emotional support, social inclusion and a sense of community.
- Empowering women who have been in the sex industry: using a strengths-based, woman-centred approach, facilitating access to genuine options to rebuild their lives outside the industry, and working to foster their sense of self-esteem and self-worth.
- Educating the community, informed by women from the sex industry: to bring about greater awareness of the impacts of prostitution and trafficking, and to prevent the exploitation and enslavement of women, by the sex industry.
- Advocacy and activism, informed by women from the sex industry: to address the demand, violence and structural inequalities that maintain the sex industry.
- Researching issues for women in the sex industry: to inform evidence-based practice and provide tools for social change.
- Leading the way in Australia: as the experts in specialist support for women who have been trafficked into the sex industry

### ***Project Respect's core principles are***

- Feminist: recognising gender inequality and working to promote women's rights
- Woman-centred: our outreach is focussed on women's needs and experiences, and our activities are led and informed by the women we support
- Respectful: for all women, acknowledging diversity and celebrating individuality
- Proactive: we are committed to being leaders in education, advocacy and research to achieve sustainable social change
- Compassionate: our work is grounded in compassion and empathy
- Human rights: for all women

## **2 Program area**

Project Respect has a long history of delivering community engagement initiatives to women in the sex industry and women trafficked to Australia. One of our longest and most popular programs has been our Community Lunches, where women are able to come to a shared safe space, relax, talk openly about their involvement in the industry, while eating a nutritious and healthy meal. The Community Lunches have been on hiatus for a year, and we are now looking to re-implement them.

### ***2.1 Position summary***

The woman will be responsible for:

- To prepare a monthly menu plan in advance for the Community Lunches, including culturally diverse dishes

- To order and organise the relevant food and stock within a limited budget
- Preparing, cooking and serving nutritious quality food to the participants at the Project Respect office (not a commercial kitchen)
- To maintain the hygiene and cleanliness of the kitchen in accordance with food handling regulations and to uphold personal hygiene standards at all times
- To help clean the associated lunch dishes
- To exercise due care and safe handling of all equipment
- To engage with Community Lunch participants in a positive, professional and friendly manner
- To maintain confidentiality at all times

The Cook will not be expected to facilitate participants at lunch. A member of the Project Respect Women's Advisory Group will welcome and engage participants.

### **3 Accountability, Supervision & Support**

As this is a casual position there Executive Director will have oversight of the program, and provide the necessary support.

### **4 Key Selection criteria**

#### **Essential**

- Commitment to Project Respect's vision, mission and values;
- Trade qualifications in commercial cookery or equivalent and experience in meal preparation, planning and cooking;
- Knowledge and experience of safe food handling requirements;
- Knowledge of OH&S requirements;
- Ability to work autonomously;
- Ability to engage with women from diverse backgrounds;
- Ability to use initiative, prioritise, multi-task and be flexible;
- Experience working (in a paid or unpaid capacity) in similar organisations;
- High level interpersonal skills, sense of humour, approachable, compassionate, proactive and the ability to initiate and manage own self-care;
- A current Police Check and Working With Children Check (or the willingness to get one);

#### **Desirable:**

- Knowledge of the Victorian sex industry and human trafficking

### **5 Conditions of Employment**

This position is a casual position, with the expectation of working 5 hours per month on a Monday or Tuesday. (Day to be determined)

The Cook will be employed under the terms of the Social, Community, Home Care and Disability Services Industry Award 2010 Level 3. 9.5% Superannuation is payable.