



nswp Global Network of Sex Work Projects
Promoting Health and Human Rights

Terms of Reference

Global Coordinator

NSWP is a global membership organisation, which is driven by sex worker-led organisations and networks, with a Board of Directors with 2 representatives elected by the membership in each of its 5 regions, and a President elected by the global membership. The Board of Directors determine the strategic direction and priorities of the organisation, in consultation with membership. The Board delegates the implementation of the NSWP Strategic Plans, in line with NSWP Core Values and Principles and Consensus Statement, to the Global Coordinator.

The Global Coordinator is responsible and accountable for the organisational culture, both internally and externally, and is expected to uphold the principles of integrity and fairness, acting in the best interests of the organisation and its membership at all times, and ensuring this culture prevails across the organisation and partners. They will be the public face of NSWP, and as such must be willing to speak publicly as a sex worker.

The Global Coordinator is responsible for the overall leadership and management of the organisation, working under the guidance of the Board of Directors, and is responsible for results achieved. They will have responsibility for overseeing a working environment that supports the effective implementation of programmes and achievement of goals, and are required to maintain strong relationships with a diverse range of stakeholders, from sex worker communities around the world, other social movements and civil society organisations, academics, donors and international agencies.

The Global Coordinator has overarching responsibility for financial, human resource, operational and programme management; external communications, relations and representation; and implementing and supporting governance systems – supported by the Operations and Programme Management and the Communication, Policy and Programme teams.

The role will require a combination of strong fund raising, interpersonal, leadership and networking skills, with an ability to recognise and address different regional networks and members' needs at the same time as maintaining and strengthening consensus across NSWP membership and building alliances with like minded organisations, networks and social movements.

This is an interesting and challenging position that requires a high degree of autonomy and initiative.

The Global Coordinator's primary responsibilities will be:

- Ensure that the organisational structure and governance, communication strategy, and operational policies and protocols are able to deliver effectively on strategic priorities set by the Board of Directors, and in compliance with the organisation's legal and other obligations.
- Mobilise resources through identifying potential donors and preparing funding proposals, maintain regular communications with current donors, ensure funds are spent in line with donor requirements and approve donor reports.
- Work closely with the Operations and Programme Management Team and the Communications, Policy and Programme Team to oversee the implementation of the NSWP Strategic Plan and ensure work is aligned with donor contracts and requirements.
- Hold overall budget and implementation responsibility, while working closely with the Operations Manager to produce organisational and donor budgets and financial reports, and with the Programme Officer to ensure annual workplans and reports submitted to donors are aligned with budgets.

- Ensure that the organisation has the human resources to deliver, and that it's recruitment policy and procedures recognise the experience and expertise of sex workers and identify the most appropriate and high-quality candidates to join the NSWP Global Secretariat. Provide support and supervision to all Global Secretariat staff and consultants.
- Provide technical support around organisational development to regional sex worker-led organisations.
- Organise annual Board of Directors meetings, and prepare the agenda and all supporting documents; and arrange regular Board of Directors teleconferences in between annual Board of Directors meetings.
- Represent NSWP, its members and work, in public events and media, with external stakeholders and participate in, and mentor emerging sex worker leaders to engage in, global policy and programme platforms.
- Review and approve all NSWP advocacy tools, including, briefing papers, smart guides, briefing notes, NSWP statements and case studies.
- Review and approve NSWP Annual Report.
- Other tasks assigned by the NSWP President and Board of Directors from time to time and reasonably falling within the scope of the post.

PROFESSIONAL EXPERIENCE REQUIRED:

1. Experience of running a national or regional sex worker-led network with in-depth knowledge and understanding of the sex workers' rights movement, issues affecting sex workers globally, and practices, policies and legislation impacting upon sex work and sex workers of all genders.
2. Minimum of 5 years experience running a community-led organisation, including resource mobilisation and management, experience of producing and managing organisational and donor budgets in multiple currencies, human resource management and programme management, policy analysis, planning and problem-solving.
3. Experience of strengthening and sustaining a strong organisational culture based on respect for diversity and intersectionality, gender equality and human rights internally and externally.
4. Experience of working within a multi-lingual environment, providing appropriate language support and working with groups and individuals whose first language is not English.
5. Experience of public speaking and writing for international audiences and at a variety of levels, including ensuring the use of **plain English** in all NSWP communications and resources.
6. Experience of and ability to develop, implement, monitor and evaluate projects, working on own initiative, managing own time and workload effectively to demanding deadlines and under pressure.
7. Excellent interpersonal and communication skills with a diverse range of individuals and organisations, including the ability to communicate effectively face to face and via telephone and email; make clear and convincing presentations and produce coherent written papers and reports.
8. An innovative and flexible approach and a commitment to team working with good organisational skills and the ability to motivate those around you.
9. Ability to recognise and develop professional and personal boundaries.
10. Applicants must have the ability to read, write, speak and understand English **fluently**. An ability to communicate in any of the 4 other NSWP official languages (Chinese, French, Russian and Spanish) is desirable but not essential.

BUDGET: NSWP has a maximum annual budget of £65, 212 inclusive of tax and benefits (100% FTE with an annual salary of £54, 465, plus 8% contribution to pension plan and employer costs). NSWP has been approved as a Sponsoring Employer by the UK government and can support the application for a UK work visa for the successful candidate. Should the successful candidate wish to work remotely the Board has approved up to a 7-hour time difference between the UK and their country of residence, but with a requirement that there is a minimum of a 4-hour overlap with staff in the NSWP Secretariat and that the successful candidate be willing to spend 3-months within the first year in the Edinburgh as part of their

induction.

NOTE FOR INTERNATIONAL APPLICANTS: NSWSP, as a global member-based organisation, welcomes applications from people worldwide. NSWSP is currently licensed as a sponsoring employer with the UK Home Office for international recruitment and can support the application for a UK work visa. If you are currently based in the UK NSWSP is legally obliged to ask for documentation to validate your right to work in the UK. Applicants based abroad are employed as consultants based in their countries of residence and will be expected to work remotely. All successful applicants will be asked to provide two pieces of identification as proof of identity and residential address to enable NSWSP to meet UK audit regulations.

NSWP values diversity and encourages applications from sex workers and welcomes applications from all sections of the community. As a sex worker-led organisation, this post is reserved for suitably qualified applicants who have sex work experience.

APPLICATION DEADLINE: Sunday 14 August 2022 @ 23.59 hours GMT

INTERVIEWS: To be held week commencing 29 August 2022 via Zoom.