

Information For Applicants

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1. Background Notes on NSWP

The Global Network of Sex Work Projects exists to uphold the voice of sex workers globally and connect regional networks advocating for the rights of female, male and transgender sex workers. It advocates for rights based health and social services, freedom from abuse and discrimination, and self determination for sex workers.

The Network was established as an informal alliance in 1992 by a group of sex worker rights activists working within sex work projects around the world, who had met at the 2nd International Conference for NGOs working on AIDS in Paris in November 1990. All activities during this early period were funded as partnerships with member organisations. In 2002 NSWP was registered and a secretariat established in South Africa. Following the collapse of the secretariat in 2004 NSWP again became an informal alliance relying primarily on individual members volunteering to continue its work – special thanks is owed to Paulo Longo, Cheryl Overs and Melissa Ditmore for ensuring the continuation of NSWP during this difficult time. The primary aims established remain unchanged. They are to:

- Provide practical information and opportunities for information sharing among organisations and projects, which provide services to men, women, and transsexuals who work in the sex industry.
- Raise awareness of the health and welfare needs of sex workers.
- Advocate at regional and global level for policies and action, which further the human rights of sex workers. These rights include the right to health and a safe working environment free from abuse, violence, and discrimination.
- Develop and maintain links between service providers, sex worker organisations and relevant international institutions and agencies.
- Facilitate opportunities for the voices of sex workers to be heard in relevant international forums.

The NSWP was registered in 2008, following an organisational review in 2006/7 that recognised the need for a permanent secretariat, staff and an accountable management structure, to carry out a strategic programme of communications, capacity building and advocacy.

The review also recommended the NSWP become a network of organisations, rather than individuals. NSWP members are regional sex work networks and organisations from all global regions. Member organisations are from diverse cultures and they have different backgrounds and organizational histories. Some are sex workers groups, some are small NGOs, some are projects within government organisations or international NGOs. Almost all work on health issues. Some provide services, some focus on advocacy, some on mobilising to reduce vulnerability and address the human rights issues that affect sex workers health and well-being. Some member organisations work with all genders and some with only men, transgender people or women. A number of member organisations work with the children of sex workers.

NSWP members are united by common core beliefs and values and are committed to:

- ☞ Acceptance of sex work as work
- ☞ Opposition to all forms of criminalisation of sex work (including sex workers, clients, management and others related to sex workers)
- ☞ Support for self-organisation and self-determination of sex workers

The NSWP organisational culture and rules ensure it is led by sex workers and that sex workers are meaningfully involved at all levels. The requirement that NSWP members support 'sex worker self determination' is interpreted as placing an obligation on members and the NSWP itself to take all practical steps to ensure that representatives and participants in NSWP activities are sex workers

The NSWP is committed to facilitating voices of sex workers in both the Global North and South while recognising the factors that drive inequality and global injustice. The NSWP recognises there are a diversity of issues and perspectives among sex workers and strives to make a respectful and accessible space for dialogue and action. Strategies for strengthening participation by sex workers focus on the Global South and include establishing a multi lingual website, language skills and mentoring programmes.

The NSWP Board of Directors consists of eleven members; two representatives from each of the 5 regions and an elected President. Regions determine their own criteria and method for nominating



Board members. The NSWP Secretariat was established January 2010 in Edinburgh, Scotland UK; where the Global Coordinator, Office Manager (administration and financial management systems) and UNAIDS Advisory Group Liaison Officer are based.

The NSWP conducts a mix of pro-active and re-active policy advocacy to support human rights and evidence based approaches to female, male and transgendered sex workers and strengthening sex worker communities. The work will be arranged around

a) Communications and advocacy. Information relevant to sex workers human rights and health is not sufficiently accessible, particularly for those who do not read English. The NSWP summarises, translates and distributes relevant information to its members and beyond. This is particularly important for places where there are no organised sex workers groups or rights based sex work programmes. Five languages have currently been prioritised - Chinese, English, French, Russian and Spanish. NSWP advocacy is supported by policy analysis, research and consultation with members.

b) Building Capacity and Solidarity - Training and skills building for and among sex worker organisations and leaders achieved by developing and providing tools, training, space and support on issues such as human rights, health interventions, law and policy, ethics and technologies.

c) Establishing and maintaining good governance, accountability and management practices. The NSWP will continue the process of internal organisational development. Regular management meetings and elections will take place and an organisational manual will be developed.

2. Equal Opportunities

NSWP is committed to equal opportunities for all. NSWP values diversity and welcomes applications from all sections of the community and particularly encourages applications from individuals with sex work experience.

NSWP is committed to equality of opportunity in employment. Applicants will not be treated less favourably on the grounds of gender, disability (incl. HIV status), ethnic origin, sexual orientation, involvement in sex work, age, nationality, marital status, responsibility for dependants or religious or political beliefs.

NSWP's equal opportunities in employment policy relates specifically to consultants, staff and volunteers. NSWP recognises that there is discrimination against groups and individuals in society, and that as a consequence they are disadvantaged both in finding suitable employment and in securing promotion. NSWP values the diversity in our society and recognises it can help achieve its strategic aims as both an advocacy organisation and an employer by being committed to taking positive action to implement equal opportunities for people facing discrimination and ensuring that our workforce is representative of the community.

NSWP's policy is therefore to have procedures that will ensure that:

- all applicants will be considered on the basis of their aptitude and abilities in relation to the requirements of the post.
- appropriate steps/measures are taken, including positive action, to ensure that sex workers who meet the requirements of the post are employed wherever possible.
- it monitors the effectiveness of this policy.

NSWP reminds all existing and prospective consultants, staff and volunteers that each individual has obligations not to discriminate against people on the grounds outlined above. NSWP will ensure that this policy and associated guidelines are explained to its workers. All employees are required to comply with the Equal Opportunity Policy and co-operate in measures introduced to promote the policy and implement it. Failure to do so may result in disciplinary action.

3. Completing the Application Form

The information you provide in your application form is the ONLY information we will use in deciding whether or not you will be shortlisted for interview. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible. This is part of NSWP's commitment to ensuring equal opportunities for job applicants.

If more than one post is advertised NSWP would encourage you to apply for all posts you feel you have the necessary skills, experience and understanding to meet. Please photocopy the application form and complete separate applications for each post focussing on the particular skills, experience and understanding required of the different posts.

Planning your application form

Before filling in the application form read the information pack carefully

- Please look at all the information provided so that you know about the organisation, what the job involves and the range of skills and expertise required.
- Every vacancy is based on a Terms of Reference, including a person specification, which lists the main duties of the post and describes the skills, experience and qualifications we are looking for.

Using the job description and person specification

- The Terms of Reference and person specification is a list of tasks, criteria or requirements regarded as necessary for this post. To be considered for an interview you have to address each point of the person specification and demonstrate your abilities to complete the tasks listed by telling us about your experience.
- Before you fill in the application form look at the Terms of Reference and person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover all the requirements. Draw upon your past and present jobs or interests. Remember that voluntary work or personal experience can be as valuable as your experience in paid employment. **You may discover that you have a broader range of skills than you imagined.** It is important that your application relates to the job you are applying for, do not copy the same information for a series of different jobs.
- Address each task in the Terms of Reference and each requirement in the person specification as fully as you can. Here are some examples of how you might go about doing this:

EXAMPLE

The person specification asks for good communication skills.

Think about:

- your experience of communicating in different settings and provide examples of the different components communication e.g.: listening, telephone communication, presentation skills, writing for different audiences etc
- why it is important to communicate effectively and provide examples of effective communication

By giving us details of your different experiences you show us that you can deal with people helpfully and that you understand how good communications benefit an organisation.

EXAMPLE

The person specification ask for more general skills such as

- an ability to show initiative.

Use a specific example to illustrate your experience and ability; it can be from your personal life or employment.

- an understanding of the needs of those involved in the sex industry.

Highlight the issues you think it would be important for NSWP to be aware of and tackle.



- Whatever it is, the most important thing is to tell us about your experience and skills in your application form -we are unable to guess or make assumptions. And even if you have been involved with NSWP previously we will only consider the information that you give in the application form when scoring for short listing and interview.

Completing the application form

- Remember to keep a copy of the application form and complete separate application forms if you wish to apply for more than one post.
- Application forms should be filled in as completely and clearly as possible so that we can consider all candidates on the same basis. If you have any disabilities or need assistance in completing the form, then let us know and we will be pleased to help. **Do not include your CV with your completed application form, as this will not be considered.**
- Write out the information in rough first to avoid mistakes and repetitions on the form that you submit. Get someone to read through and check it before you copy the information onto the application form.
- You may not need to fill all the space in some sections or you may wish to continue some sections on a separate sheet, which should be attached to your application form. **The additional information should not exceed two sides of A4 paper.**
- Make sure you complete the form clearly, use black ink if hand writing it as the form will be photocopied.
- **Remember to complete the Personal Details and Declaration Form, and to sign and email us a scanned copy of the Declaration Form along with your application.**
- **Remember to complete the References Form.** Please give as one of your referees your current or most recent employer wherever possible. We will be approaching referees prior to interview. If you do not wish us to approach your current employer before the interview, please give the name and address of a third referee whom we can approach so that we can take up two references prior to interview. If you have selected for us not to take up a reference with your current employer prior to interview we will only take up the reference with employer if we decide to offer you the post, but prior to confirming your offer of employment.
- **Remember to complete the Equal Opportunities Monitoring Form.**
- **Send your application by email to NSWP on time and REMEMBER to keep a copy of your application.** Applications received after the closing date may not be considered.

4. Selection Process

The selection panel is made up of four representatives from NSWP - the Global Coordinator and three members of the Board of Directors.

Completed application forms must be emailed to NSWP by Midnight (GMT) on the date given in the recruitment announcement.

On receipt of applications, an applicant reference number will be added to all sheets and the first three pages of the application - the personal details and declaration, references and equal opportunities forms - will be separated from the application form by the Office Manager and stored in a secure filing cabinet until after the short listing is completed. The first three pages are not available to the selection panel members prior to or during short listing.

Only information contained in the application form will be considered in making the decision to shortlist.

Closing Date

After the closing date the application forms are read carefully and marked by all members of the selection panel to see how each person's skills and experience relate to the requirements of the post. Up to three applicants who meet these requirements most fully will be shortlisted for interview.

An email is sent to all shortlisted applicants providing them with confirmation of the date and time of the telephone interview and information about any additional tasks that may be required as part of



the interview process. **Shortlisted applicants will normally be informed within seven days of the closing date.** If you have not heard from us by this date then your application has been unsuccessful.

Interviews

All interviews will be conducted by skype or telephone. Candidates may be asked to give a short presentation and/or undertake a practical task related to the post applied for. During the interview the selection panel asks each candidate questions related to the criteria set out in the Terms of reference and person specification. The questions are intended to allow you to expand on the information given in your application form and to demonstrate to the panel how well you meet the essential requirements for this post. You will have the opportunity to ask questions about the post, terms and conditions of employment and the organisation at the interview.

Panel members have to keep a record of their assessment of each candidate so that the reasons for their decision are clear and consistent and will therefore be taking notes during the interview.

Interviews for posts will normally take place within four weeks of the closing date.

Complaints

We are trying hard to ensure that every stage of our recruitment process is fair and properly thought out. We want to ensure that everyone is treated fairly and helpfully, even if not appointed. If you feel you have been treated unfairly, please email the Global Coordinator who will investigate this. You may find it useful to have obtained feedback on your application/interview before this step.

We wish you success in your application. However, if you are not successful, please do not be discouraged from applying for future posts. Skills and experience will always be appreciated and welcomed within NSWP.