



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

Terms of Reference Policy Officer

NSWP is seeking to recruit a Policy Officer to join our Policy Team, led by the Senior Policy Officer, working on developing global advocacy tools for our members and reviewing external policy documents in line with the NSWP Consensus Statement and the priorities set by the NSWP Board.

NSWP will consider applications from individuals interested in working either as a staff member (based in Edinburgh), or as a consultant (based outside the UK). The post will be full-time (37.5 hours, 5 days a week).

The work will require a combination of strong interpersonal, research and writing skills, with an ability to recognise and respond to different regional and members' needs through effective multi-lingual electronic communication tools, networking and consensus building. To plan and deliver on this work the successful applicant will need to work closely with the other NSWP Secretariat staff to ensure that appropriate advocacy tools are developed with members and that the processes and tools developed build sex workers' capacity to respond at national and regional levels as well as global level.

This post will support the work of the NSWP in:

- Developing responses in line with the NSWP Consensus Statement on Sex Work, Human Rights and the Law, to global, regional and national policies that impact upon sex workers around the world.
- Developing advocacy tools that will strengthen the work of regional networks and member organisations in campaigning for the rights of female, male and transgender sex workers and amplifying the voices of sex workers globally.

This is an interesting and challenging position that requires a high degree of autonomy and initiative and the ability to interact effectively with a wide range of international stakeholders.

The post holder will be expected to undertake the following tasks:

- To work closely with the Senior Policy Officer in supporting consultants hired to draft advocacy tools - themes identified by the NSWP Board - and emerging issues to support NSWP and its members in influencing national, regional and international practices, policies and legislation.
- To work closely with NSWP appointed copyeditors to ensure all NSWP resources are in plain English (prior to translation into Chinese, French, Russian and Spanish) to ensure accessibility and to clarify queries from the NSWP Community Translator Team.
- To work closely with the Senior Policy Officer, Programme Manager and Communications Officer to finalise and disseminate NSWP documents.
- To work closely with selected NSWP member organisations (dependent upon countries reporting and funding available) to understand and engage with CEDAW national reporting processes and monitor
- To develop case studies that document the impact of the work of NSWP and regional networks.
- To review and comment on external draft policy and programme documents that are relevant to the health and human rights of sex workers, ensuring comments are in line with NSWP Core Values and Consensus Statement.
- Other Tasks assigned by the Global Coordinator and Senior Policy Officer from time to time and reasonably falling within the scope of the post.

NSWP | The Matrix 62 Newhaven Road | Edinburgh EH6 5QB | Scotland UK

secretariat@nswp.org | +44 (0)131 553 2555 | www.nswp.org

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DELIVERABLES

- The post holder will be responsible, in collaboration with the Senior Policy Officer and consultants, for the development and publication of advocacy tools, including NSWP statements, and case studies.
- The post holder will work with the copy editor in finalising the drafts and with the Communications Officer in preparing announcements for the launch of the resources developed.
- The post holder will be responsible for tracking CEDAW concluding observations and general recommendations and drafting an annual progress report.

PROFESSIONAL EXPERIENCE REQUIRED:

1. Knowledge of the sex workers' rights movement and issues affecting sex workers globally, and an understanding of practices, policies and legislation impacting upon sex work and sex workers of all genders.
2. Experience of policy analysis work and drafting policy briefs and translating policy documents into plain English.
3. Experience of community consultation processes using electronic communication tools.
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 writing for international audiences and at a variety of levels, including summarising documents in **plain English**.
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: The NSWP has a maximum budget of £43,125 inclusive of tax and benefits (UK salary of £36,473, plus 8% contribution to pension plan and employer costs). Consultants fees may be reduced according to local cost of living.

NOTE FOR INTERNATIONAL APPLICANTS: NSWP, as a global member-based organisation, welcomes applications from people worldwide. However, as a small non-governmental organisation, we are not licensed as a sponsoring employer with the UK Home Office for international recruitment. If you are based in the UK NSWP 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 home countries who 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 NSWP 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, priority will be given to suitably qualified applicants who have sex work experience.

INTERESTED? All candidates must complete the application form provided, outlining experience and skills and send to: secretariat@nswp.org. **CVs will not be considered.**

APPLICATION DEADLINE: Sunday 26 April 2020 @ 23.59 hours BST

INTERVIEWS: To be held week commencing 4 or 11 May 2020 via Zoom.