

## Terms of Reference (TOR) for SWAN regional Project Coordinator

*Part-time position*

*Duration: starting from May 2014, 1 year with possibility to extend*

*Location: to be discussed*

**Application Deadline:** April 18, 2014

**Start date:** May 1, 2014

### **Summary**

The Project Coordinator is primarily responsible for developing and implementing SWAN mentorship program, whose main goal is to strengthen sex workers' activism within SWAN network. Individual sex workers activists will be identified and matched up with mentors/groups from whom they will be able to learn specific skills in form of internship, discussion or technical support on different topics of activism. Depending on the chosen theme, sex workers' leaders will learn methods of documenting human rights abuse, advocacy tools, or operating a community led organization. In a long run, the internship will equip participants with necessary skills which they could implement in their countries and share with their peers.

The Project Coordinator will report to SWAN's Executive Director and will work closely with SWAN's Communications Officer and Advocacy Officer.

### **Duties and Responsibilities**

1. Identify activists and their needs around advocacy, community mobilization and documentation of human rights abuse;
2. Identify and approach mentors/groups who can offer mentorship according the needs of the activists;
3. Develop learning programs tailored to the needs of activists and capacity of mentors, mediate and coordinate communication between mentor and mentored activists when needed;
4. Organize internship trips for mentored activists;
5. Monitor the learning program and develop evaluation plan of the activities;
6. Develop template for collecting case studies of mentorship examples, which on later stage can be published as lessons learned;
7. Develop plan for advancing and up scaling mentorship program according to lessons learned and further indentify needs of regional activists;
8. Manage and coordinate the communication with donor organisation which supports the mentorship program, including program progress reporting;
9. Oversee implementation of Human Rights Abuse Documentation Project in 2 countries.

## Requirements

- Knowledge and endorsement of SWAN core values;
- At least 3 years of professional experience in sex workers rights activism, experience working with marginalized communities required;
- Knowledge and understanding of sex workers' rights movement, organisations and capacities within the region of CEE&CA;
- Project management experience and strong management skills;
- Good level of Office/internet explorer/mail use;
- Regular Internet access;
- Excellent oral/written English and good oral/written Russian;
- Knowledge of written/spoken language of one of the languages in SWAN region is a plus;
- Ability to work under pressure and respect deadlines;
- Ability to work in teams and independently;
- Willingness to travel abroad as needed.

## Location

Home based or Hungary based to work in SWAN headquarters.

## Start date

May 1, 2014

## Compensation

Salary Range (before tax) \$800 to \$1000 per month commensurate with qualifications and experience.

## To apply:

Please email your CV, letter of interest and reference letter or reference contact to SWAN Secretariat, Aliya Rakhmetova at [Aliya.rakhmetova@swannet.org](mailto:Aliya.rakhmetova@swannet.org) before April 18, 2014.

## \* **About SWAN**

*Sex Workers' Rights Advocacy Network (SWAN) is a regional network, which was established in 2006 for promoting sex workers rights in Central Eastern Europe and Central Asia. Today SWAN unites 25 members from 20 Eurasian countries. The network operates in English and Russian with Secretariat located in SWAN Foundation in Hungary (more information on [www.swannet.org](http://www.swannet.org)).*