

**Terms of Reference (TOR) for
SWAN Communication Officer**

*Part-time position (30 hours/week)
Start date: April 2022*

Summary

The Communications Officer is responsible for managing the network's internal and external communication, for implementing SWAN Communication Strategy and support implementing SWAN organizational strategy 2018-2022.

This includes organizing SWAN's media relations, production of print and electronic publications in partnership with other staff members, producing representation materials, developing content for website, social media and e-communication content, contributing to annual planning and regular reporting.

The work will require a combination of strong interpersonal, writing and website management skills, with an ability to recognise and respond to different regional and members' needs through effective use of bi-lingual electronic communication tools and networking.

The Communications Officer reports to the SWAN Director, and works closely with other staff members, particularly the Advocacy Officer.

Duties and Responsibilities include, but are not limited to:

(duties and responsibilities will be prioritized based on overall organizational work plan and match working hours)

1. To support and improve internal communication between SWAN Secretariat and its members:
 - moderate SWAN list-serv and social media communication;
 - assist in development of SWAN annual report;
 - assist SWAN members and Secretariat in developing local advocacy or informational materials (petitions, articles, messages, etc);
 - inform SWAN members about breaking news, advocacy and training opportunities;
2. To build capacities on media and communication work of SWAN and its members:
 - implement and update communication strategy according to SWAN network strategy for 2018-2022, and subsequent strategy;
 - support members' capacity building needs in communication work;
 - in case of available funding prepare and conduct trainings on working with media and communication for member organisations;
3. To contribute to SWAN visibility and external communication on national, regional and international level:
 - manage public information on behalf of SWAN, including news updates about/from SWAN members (on SWAN website, facebook page, twitter);

- draft statements and reports;
 - provide effective responses to inquiries for public information materials;
 - prepare and/or support development draft press releases, petitions and other documents;
 - together with Secretariat, develop statements and talking points for SWAN spokesperson for official meetings and media engagements;
 - develop messages and materials for regional campaigns, e.g. December 17;
 - update SWAN's website content, using Wordpress software;
 - work with SWAN staff to set benchmarks for communication goals, and establish mechanisms for measuring the effectiveness of its various tools (e.g. website, facebook, etc.) to help SWAN improve and prioritize;
 - assist in developing a style guide and guidelines for all SWAN online communications and resources.
 - support Secretariat in increasing visibility, developing advocacy campaigns and increasing SWAN visibility
4. To document, preserve and distribute knowledge/experiences of the network and its members:
- record SWAN's best practices and showcase best practices through articles;
 - assist in structural changes to the website upon developing needs of the network;
 - catalog and maintain image and video gallery and publication library of SWAN.
5. Other tasks assigned by the Executive Director from time to time and reasonably falling within the scope of the post.

Requirements for the Position

- Applicants must have the ability to read, write, speak and understand English fluently. An ability to communicate in Russian is desirable.
- Knowledge of additional language of one of the languages in the SWAN region is an advantage.
- Knowledge of the sex workers' rights movement and issues affecting sex workers in the CEECA region, and an understanding of practices, policies and legislation impacting upon sex work and sex workers of all genders.
- Experience of maintaining and updating a Wordpress website, and administering and moderating social media platforms.
- Ability to work independently.
- Experience of writing for international audiences and at a variety of levels, including summarising documents in plain English.
- Experience of working within a multi-lingual environment, providing appropriate language support and working with groups and individuals whose first language is not English.
- An innovative and flexible approach and a commitment to team working with good organisational skills and the ability to motivate those around you.
- 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, skype and email; make clear and convincing presentations and produce coherent written papers and reports.
- Ability to recognise and develop professional and personal boundaries.

Compensation

Approximate budget for this position is \$1300 per month (depending on where applicant is based, cost of living if applicant is outside of Hungary; and depending on exchange rates).

Applying for position

Applicants are required to submit the following:

- Letter of Interest in the position, explaining why you are suited for this work and your work experience;
- Detailed CV;
- 2 references;
- Writing sample (written text/news/article, max 400 words)

Applications with the above details should be sent to swansecretariat@swannet.org .

SWAN will consider applications from individuals interested in working either as a staff member (based in Budapest, Hungary) or as a consultant (based outside of Hungary).

NOTE FOR INTERNATIONAL APPLICANTS: SWAN welcomes applications from people based in Europe and Central Asia. If you are based in Hungary SWAN is obligated to ask for documentation to validate your right to work in Hungary. Applicants based abroad are contracted as consultants based in their home countries who will be expected to work remotely and provide a Tax Residency Certificate from their home country.

SWAN values diversity and encourages applications from individuals with sex work experience 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.

Deadline for submitting the application is March 25th, 2022. Interviews will take place the week of March 28th.

** About SWAN Foundation: Sex Workers' Rights Advocacy Network (SWAN) is a regional network, which was established in 2006 for promoting sex workers rights. Today SWAN unites 25 members from 21 Eurasian countries. The network operates in English and Russian with the Secretariat located in Hungary.*