

## TERMS OF REFERENCE

### Executive Director

#### Background information

The Sex Workers' Rights Advocacy Network (SWAN) is a sex worker-led regional network in Central and Eastern Europe and Central Asia that advocates for the human rights of female, male, and transgender sex workers. SWAN was founded in 2006 and was officially registered as the SWAN Foundation in January 2012. Today SWAN unites 27 members from 19 Eurasian countries. The network operates in English and Russian with the Secretariat located in Hungary.

SWAN's member organizations are either led by sex workers or work closely with the sex worker community. Sex workers' leadership is an organizing principle of the network. SWAN's work is overseen by a democratically elected Management Committee and operates guided by the following values:

- Recognition of the right of sex workers to take agency in their lives, health, and decision-making.
- Commitment to actively involve sex workers in all levels of SWAN governance and to the protection of human rights.
- Recognition of sex work as work, which is an unforced sale of sexual services between consenting male, female, and trans adults.
- Addressing the needs and engage the strengths of the diverse range of people who are sex workers, recognizing their intersectionality with other population groups (such as, migrants, people who use drugs, people living with HIV, LGBTI people and others) as well as their diverse range of work environments and lived experience.
- Prioritization of support of sex worker-led initiatives and also support their allies to address the needs of sex workers.

We are looking for a new Executive Director who will lead and represent the organization, both internally and externally, ensuring the organisational values are adhered to and promoted at all times. They will act in the best interest of the organisation and its membership, building on their lived experience of sex work, and in-depth knowledge about the issues and challenges affecting the lives of the sex worker community in the Central and Eastern Europe and Central Asia region. They will be responsible for the overall management of the organisation, working with, and reporting to the Management Committee, who will oversee their work.

**The Executive Director's primary responsibilities will be:**

- Lead the delivery of the mission and vision of the organization guided by SWAN's principles;
- Oversee the implementation of SWAN's strategic plans, ensuring the organisation has the capacity and resources to deliver;
- Represent SWAN in regional and international policy-making fora, public events, and media, with external stakeholders and partners;
- Mobilize resources for the organisation, cultivate relationships with existing and prospective donors, ensure received funds are effectively spent, and that the organisation complies with donors policies and guidelines;
- Hold principal responsibility for the management of the overall operations of SWAN, including overseeing organisational finances, ensuring effective management of funds, and adherence to financial policies and procedures;
- Effectively manage staff, ensuring that all relevant HR policies and procedures are in place to support SWAN's team, effectively recognise the experience and expertise of sex workers, and enable successful delivery of the work;
- Review and approve key SWAN's advocacy tools, including, position and briefing papers;
- Review and approve SWAN's Annual Report, annual plans and budgets.

**Candidate's profile**

- Lived experience of sex work, and the ability and willingness to speak publicly, on behalf of SWAN and its membership, as a sex worker;
- In-depth knowledge of the Central and Eastern Europe and Central Asia region – understanding of the geopolitical environment within the region, its sex worker movement, and the issues affecting the community;
- Minimum 3 years of senior management experience and strong leadership and management skills;
- Advanced knowledge of English, with an ability to produce/ review high-quality professional documents and communicate effectively with a wide range of partners, members and donors;
- Knowledge of Russian is desirable;
- Strong fundraising and donor relationship experience, understanding of the funding environment for sex workers' rights issues, and that of the region;
- Experience in playing an effective representation role for organisations/ teams both internally and externally with a broad range of partners, and policy-makers;
- Excellent interpersonal and communication skills with a diverse range of individuals and organisations, including strong presentation skills, and the ability to communicate effectively oral and in writing ;
- Experience working within a multi-lingual and multicultural environment;
- Readiness and ability to travel internationally for meetings and events, including to Hungary to conduct administrative responsibilities;

## Compensation

The budget for this position is **1,165,360.00 HUF gross per month** (amount will differ depending on where the 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;

Applications with the above details should be sent to [swansecretariat@swannet.org](mailto:swansecretariat@swannet.org) .

Deadline for submitting the application is **August 15th, 2023**. Interviews will take place the **first week of September, 2023**.

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). Many strong applicants will have some qualifications but not others. We highly encourage everyone to apply! The successful candidate will be provided with technical support from the outgoing Executive Director.

**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.