

National Ugly Mugs

Chief Executive Officer (CEO)

Ending all forms of violence against sex workers

Job Title: CEO

Salary: Actual salary is £36,000 per year. (FTE £45,000)

Contract/ Hours: 4 days of week / 0.8FTE. The normal working week is 30 hours. There is a requirement to work flexibly and there will be a requirement to commit these hours of work as and when required.

Annual Leave: FTE annual leave entitlement is 23 days pro rata plus public and bank holidays.

Pension: pension contributions of 5% per month will be paid by NUM and 3% per month will be deducted from salary.

Base & logistics for the postholder: NUM is a national organisation with workspaces in Manchester and Glasgow. We expect a successful candidate to be present at these sites regularly for staff morale and meetings, and to be able to make trips to London and other cities where partnership work, advocacy, fundraising, and other activities will occur.

This document contains the following information:

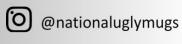
- Role purpose and responsibilities this explains what we need the CEO
 to do
- Person specification this explains experience, knowledge/skills and commitments we want from a successful candidate
- How to apply and key dates

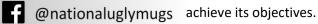
Principles:

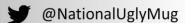
- ♦ Sex Workers First
- ♦ Quality Support
- ♦ Learning and Innovation

"Thank you so much for being the organisation you are. To know we are not alone and supported means everything. I remember, back in the day, NUM's alerts were photocopies delivered to the walk up flats in London, that was 30+ years ago and you are still going and getting stronger. I feel so much safer knowing NUM exists and is so accessible. Thank you for all you do."

- NUM Member







The main purpose of the CEO is to provide inspirational leadership to NUM and ensure long term sustainability through innovation, strategic planning, effective governance, funding, and sound delivery of services. The CEO will take a lead role in the national policy advocacy work NUM carries out to achieve its objectives.

MAIN DUTIES AND RESPONSIBILITIES

1.Leadership, Management and Strategic Direction

- Provide strategic direction and organisational leadership for NUM.
- Develop and support work to promote a participatory ethos, i.e. sex worker involvement throughout NUM's projects and practices.
- Produce and oversee implementation of business and other strategic plans for NUM.
- Take leadership on innovation within the organisation, promoting the development of new approaches to improve safety and support for sex workers.
- Provide energetic leadership; inspiring, managing and supporting a dynamic team of professionals based across the UK to deliver on NUM's objectives.
- Ensure skilled direct line-management and supervision for staff.
- Establish and maintain a culture of professional development within all staff and volunteers.

2. Fundraising and Business Development

- Lead on NUM's fundraising strategy, ensuring strong relationships are forged, sources are diversified, reporting is effective and future leads are developed.
- Sustain and develop strategic partnerships and networks.
- Report to the board on various goals, aims and objectives, (short, medium and long term) that impact the growth of NUM.

3. Finance

- Lead on and have responsibility for the sustainable financial management of NUM.
- Hold overall responsibility for NUM budgets, projections and resources, working closely with the Senior Management Team.
- To consult with the Board and liaise with the Treasurer to generate an Annual Budget and future budget monitoring and projections.

4. Policy, Advocacy and Media

- Act as an effective influencer in the national policy arena; advocating for evidence-based policy, practice and law which advances NUM's objectives and enhances the safety and rights of sex workers.
- Facilitate and support representation of NUM on a range of national groups and policy bodies.
- Oversee NUM's research activities; including involvement with projects being carried out by external academic researchers.
- Maintain relationships with, and promote the reputation of NUM to, key stakeholders, including: sex workers, sex worker rights organisations, police, sex worker support projects, health and other services providing information and support to sex workers.
- Proactively maintain and enhance an expert knowledge about sex work, sex worker safety, crimes against sex workers, and support for sex worker victims of crime within NUM. In so doing, sustain

- NUM's role as a go-to organisation for advice about good practice on these matters for police forces and other parties across the UK.
- Have responsibility for NUM media and communications strategy, including traditional and social media.
- Ensure the representation of the Charity at relevant external events and raise awareness of NUM's mission and purpose through public engagement.

5. Stakeholder and Partnership engagement

- Proactively build, develop and maintain a wide range of relationships/partnerships, with stakeholders from various sectors to further NUM's mission and aims, including: police, NGOs, private sector and statutory organisations, academics and politicians.
- Maintain the value and priorities of NUM within the context of managing the challenging and sometimes adversarial relationships between the various stakeholders involved in the criminal justice, social policy, service delivery and advocacy/activism.
- Maintain and develop communication and joint working with sex worker rights organisations in the UK.
- Identify opportunities for new partnerships which can deliver new projects and initiatives which will further NUM's aims and objectives.

6. Service Development

- Take a leadership role in driving the development and delivery of new and existing initiatives, services and programmes.
- Ensure collaboration with internal and external stakeholders and the development of appropriate innovations in order to improve the safety of sex workers.

7. Governance and Organisational Infrastructure

- Support, report to and consult with NUM's Board of Trustees, liaising with the Chair and Board as appropriate.
- Ensure the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument and the law.
- Lead organisational risk management and support the board with their related duties.
- Working closely with the Senior? Management Team to ensure that all relevant organisational
 policies and procedures are up to date so that NUM operates within, and is compliant with, its legal
 obligations, including: Charity Commission, GDPR, Health and Safety and HR standards and
 requirements.
- Ensure that good practice in Safeguarding is embedded within organisational policy and practice, working closely with the Management Team.
- Take a lead in developing and implementing monitoring systems and approaches to evaluate organisational effectiveness, outcomes and impact.

8. Culture

- Operationalise NUM's principles: Sex Workers First, Quality Support, and Learning and Innovation.
- Promote diversity and equality of opportunity in all NUM's work and practices.
- Promote and ensure a staff culture where everyone is valued and equipped to do their job.
- Ensure that staff ethos and attitude is an appropriate fit for the culture and aspirations of NUM.
- Ensure that there is a focus on staff morale, mental health and wellbeing across the team. Identifying resources and opportunities to facilitate trauma-informed service design.
- Promote NUM's principle of learning and innovation by securing resources for ongoing professional development, learning and growth.

HOW TO APPLY

To apply email your CV (no more than 3 pages) and an application covering letter (no more than 2 pages) to: admin@uglymugs.org. Please write <u>CEO Application</u> in your subject line or your application may be lost and not processed.

Interviews will include a presentation about strategic direction, and will likely be followed by a second interview.

Your cover letter should set out why you are interested in the post and demonstrate, with specific examples from your experience and qualifications, how you meet the person specification criteria. Please also include two references (including your current or most recent employer; they will only be contacted after confirming this with you).

If you have included an email address with your application, you will receive notification that your application has been received. We regret that we will not be able to offer feedback on your application should you not be shortlisted for an interview.

Important dates:

Closing date for applications: 13th February at 5pm. We will contact short-listed candidates for interviews throughout March, or until a suitable candidate is found.

For a confidential discussion about the position, you are welcome to talk with long-standing board member Dr Laura Graham, laura.n.graham@northumbria.ac.uk.

Equal opportunities:

We are committed to inclusion and equal opportunities in the workplace and we actively encourage applicants of all different ages, genders, social and economic backgrounds, ethnicities, religions and sexual orientations, and from people with and without disabilities. Please contact Trustee, laura.n.graham@northumbria.ac.uk if you have any access needs regarding applying for this role or

attending an interview should you have any access requirements or need any reasonable adjustments to be made.

Applications are encouraged from people with sex work community experience. If this experience is shared in applications it will be kept confidential.

PERSON SPECIFICATION

We would expect the new CEO to have the following attributes and to be able to demonstrate that they have these in their application and at interview:

Required	Desirable
Qualifications	
An undergraduate degree or equivalent.	Degree/diploma or equivalent in subject area
	relating to social justice, public health, legal.
Leadership Management and Planning	
The ability to effectively manage the resources	
of an organisation or business, including time	
and human resources. Demonstrated ability to	
prioritise and delegate tasks, as well as direct	
resources within contexts of competing	
demands and scarcity.	
Ability to run an organisation or business in	Experience running an organisation by, for and
keeping with its mandate, principles and	with sex workers or other marginalised
policies, upholding its ethos and expected legal	communities.
fiduciary standards.	
An understanding of, and demonstrable	Ability to nurture teams of people with lived and
commitment to Equity, Diversity and Inclusion.	learned experiences in and from sex industries and
Experience upholding a participatory ethos,	those who face intersectional vulnerabilities.
supporting individuals with diverse capacities,	
abilities and talents.	
Experience in a senior management role for an	Experience of working in an organisation with
NGO or statutory organisation.	national impact.
Experience of effectively managing and	Experience of managing (remote) teams based in
developing staff teams.	multiple locations.
Skilled in establishing and maintaining a healthy	Experience supporting mental health and wellbeing
work environment and a culture of wellbeing	among experiential professionals.

and compassion. Experience developing	
strategies for appropriate mental health and	
wellbeing support among a team, including	
trauma-informed practice.	
Demonstrable energy and drive that inspires,	
motivates and empowers a team to achieve	
organisational goals.	
Experience of working effectively within a senior	
management team.	
Experience of producing and implementing	
long-term visions, including devising and	
implementing business plans and/or other	
strategic plans.	
Governance and infrastructure	
Experience of reporting to and managing	
governance through a board of trustees.	
Demonstrated experience of building effective	
working relationships with a board of trustees.	
Understanding of the legal obligations and	
requirements for charitable organisations and	
experience of responsibility for compliance.	
Knowledge and experience of organisational risk	Experience managing risks associated with service
assessment and management, within specific	delivery, advocacy and community development
context of charity law.	with those in sex industries.
Proven ability to develop and sustain	
organisational infrastructure so that workforce,	
governance and operational integrity are	
sustained to a high standard.	
A track record of overseeing and implementing	
appropriate HR strategy, performance	
management, appraisal systems and staff	
professional development.	
Experience of taking a strategic lead to ensure	
good practice in safeguarding is embedded in	
organisational policy and practice.	
Proven ability to support the development of	
office, information technology, equipment and	

other infrastructure resources to ensure the	
delivery of organisational services.	
Experience of developing and implementing	
monitoring systems and approaches to evaluate	
organisational effectiveness, outcomes and	
impact.	
Policy influencing and advocacy	
Track record of influencing and affecting change	Experience of policy development and influencing
in areas of issue advocacy.	in challenging areas.
Experience of contributing to, and influencing,	Experience using participatory strategies to enable
national policy development in sex work.	sex worker voices to shape and lead on influencing
	sex work policy.
	Experience running and/or overseeing research
	projects.
Knowledge of policy, social, legal and service	Experience being part of or closely aligned to the
provision environments in the UK for sex	sex worker community.
workers.	
The ability to analyse and interpret local,	
regional and national policy and evidence-based	
research in areas that relate to sex work e.g.	
community safety, public health and social	
inclusion.	
Proven ability to develop alliances with a range	Good standing and positive reputation among sex
of stakeholders to effect policy change.	worker-led and serving organisations.
of stakeholders to effect policy change.	worker-led and serving organisations.
Demonstrated proactive approach to	Experience maintaining and developing expert
maintaining and developing organisational	knowledge about sex work, safety, sexual violence
knowledge about key topics	and targeted criminality.
Knowledge and experience of working with	Specific experience working with sex working
stigmatised, socially excluded and marginalised	communities.
groups.	communica.
A proven commitment to challenging stigma	
and discrimination.	
An understanding of campaigning and utilising	
social and other media to influence relevant	
stakeholders.	
Media and Communications	

Experience of developing organisational media	
and communication strategies including using	
the media to harness and promote	
organisational goals and campaigns and	
speaking to a range of audiences	
Experience of managing the public face of an	Experience engaging in media around sex work
organisation.	issues.
Demonstrable expertise in the presentation and	
communication of complex ideas and	
information to multiple stakeholders at a high	
level.	
Excellent interpersonal skills and the ability to	
build relationships with a variety of people.	
Fundraising and Business Development	
Experience of having lead responsibility for	Experience in developing new products or services
funding strategy.	that lead to revenue generation.
Experience and proven track record of	Ability to develop revenue streams.
successful fundraising from a range of sources.	
	Experience of securing sustainable income from
	individuals, corporate and legacy donations.
A good knowledge of the grants and trusts	Understanding of the funding environment for sex
terrain, and experience negotiating	workers' support services.
relationships with investors.	
Proven ability of securing and managing large	
multi-year grants.	
Finance	
Experience of setting and managing budgets.	
Proven track record of financial management,	
and setting, managing and maintaining budgets	
that sustain organisational viability and	
demonstrate financial probity.	
Understanding of financial management within	
charity guidelines.	
Service and programme development	
Ability to demonstrate leadership in the	
development and delivery of new and existing	
programmes, services or initiatives.	

The ability to develop and refine an		
organisation/service's delivery model so that it		
stays relevant to changing user needs.		
Experience of developing programmes and		
services which include the beneficiary		
communities in planning, delivery and		
evaluation processes.		
Partnership and stakeholder engagement		
A track record of working collaboratively,	An understanding of UK policing and public sector	
developing and sustaining partnerships, with	structures in the UK.	
stakeholders from a range of sectors.		
Proven ability to manage complex stakeholder	Experience of working with sex worker rights	
relationships.	organisations.	
Experience of bringing together a diverse range		
of stakeholders to ensure a financially robust		
organisation that retains the core values and		
priorities of core users groups.		
Administrative and Social Technology Skills		
Proficiency with Google Workplace, Quickbooks,		
MS Suite, Adobe and other project management		
and office software. Experience managing teams		
using digital services and the use of social		
technologies for achieving organisational goals.		

Thank you for your interest in leading NUM.