



National Ugly Mugs

Chief Executive Officer (CEO)


Ending all forms of violence against sex workers

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

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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

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 **CEO Application** 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 keeping with its mandate, principles and policies, upholding its ethos and expected legal fiduciary standards.	Experience running an organisation by, for and with sex workers or other marginalised communities.
An understanding of, and demonstrable commitment to Equity, Diversity and Inclusion. Experience upholding a participatory ethos, supporting individuals with diverse capacities, abilities and talents.	Ability to nurture teams of people with lived and learned experiences in and from sex industries and those who face intersectional vulnerabilities.
Experience in a senior management role for an NGO or statutory organisation.	Experience of working in an organisation with national impact.
Experience of effectively managing and developing staff teams.	Experience of managing (remote) teams based in multiple locations.
Skilled in establishing and maintaining a healthy work environment and a culture of wellbeing	Experience supporting mental health and 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 assessment and management, within specific context of charity law.	Experience managing risks associated with service delivery, advocacy and community development 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 in areas of issue advocacy.	Experience of policy development and influencing in challenging areas.
Experience of contributing to, and influencing, national policy development in sex work.	Experience using participatory strategies to enable 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 provision environments in the UK for sex workers.	Experience being part of or closely aligned to the sex worker community.
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 of stakeholders to effect policy change.	Good standing and positive reputation among sex worker-led and serving organisations.
Demonstrated proactive approach to maintaining and developing organisational knowledge about key topics	Experience maintaining and developing expert knowledge about sex work, safety, sexual violence and targeted criminality.
Knowledge and experience of working with stigmatised, socially excluded and marginalised groups.	Specific experience working with sex working communities.
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 organisation.	Experience engaging in media around sex work 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 funding strategy.	Experience in developing new products or services that lead to revenue generation.
Experience and proven track record of successful fundraising from a range of sources.	Ability to develop revenue streams. Experience of securing sustainable income from individuals, corporate and legacy donations.
A good knowledge of the grants and trusts terrain, and experience negotiating relationships with investors.	Understanding of the funding environment for sex workers' support services.
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, developing and sustaining partnerships, with stakeholders from a range of sectors.	An understanding of UK policing and public sector structures in the UK.
Proven ability to manage complex stakeholder relationships.	Experience of working with sex worker rights 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.