



<b>Job title:</b>	Sex Worker ISVA Program Coordinator and Policy Lead
<b>Responsible to:</b>	Business Development Manager
<b>Responsible for:</b>	SWISVA - Basis Yorkshire
<b>Hours of Work:</b>	35 hours per week (including some evening/weekend or irregular hours)
<b>Location:</b>	<b>Basis Yorkshire</b>
<b>Salary and:</b>	£32,960
<b>Staff Benefits</b>	<ul style="list-style-type: none"> <li>• 27 Days Annual Leave (plus Public and Bank Holidays)</li> <li>• Paid monthly Clinical Supervision</li> <li>• 4% contributing pension</li> <li>• Employee Assistance Program</li> <li>• Regular on the job and external training</li> </ul>
<b>Contract Length</b>	3 years

### **The Team – Adult Team**

The team offers support to adult women (and those identifying as women/non- binary) involved in all aspects of the sex industry and women aged 16 and over who have been sexually exploited. The postholder will provide support to women identified as having experience (current or non-current) of sexual violence. The team work to Basis’ organisational values, taking a rights-based approach and provide evidence-based services to enable and empower women with information and support. The team have an established reputation for providing high quality, effective safety advice, information and support, enabling safer working practices. Services are provided within the community, on evening outreach and at venues as women determine.

The post is part of a unique partnership between National Ugly Mugs, Basis Yorkshire and POW (Nottingham) to ensure more specialist support for sex workers who have experienced sexual violence, to develop good practice guidelines, develop and share learning, and to influence change in provisions for sex workers.

### **National Ugly Mugs (NUM)-Case Work Team**

NUM’s mandate is to ‘*end all forms of violence against sex workers*’ and operates under three key principles: Sex Workers’ First, Quality Support, and Learning and Innovation. The NUM national Case Work team offers victim support to prevent and heal from violence to adults of all genders involved in sex industries digitally, online, and in-person. Victim support services include individualised support from ISVAs, an online reporting and alerting mechanism, the NUMChecker screening tool, online chat, and a members’ only area to disseminate information to sex worker members.

### **POW Nottingham**

POW Nottingham Ltd is a non-profit, voluntary organisation supporting the rights of sex workers and those at risk of being exploited. POW recognises and supports the rights of individual sex workers to

self-determination. This includes the right to remain in or leave sex work. POW aims to empower our diverse community, focusing on ending violence and stigma through education, advocacy and peer support.

Each organisation will be employing a SWISVA; the program will be lead by a Program Coordinator who will be based with Basis Yorkshire who will lead on influencing of policy and sharing of learning to improve outcomes for sex workers who have experienced sexual violence

### **The Job**

As part of the program, POW, NUM and Basis will each be employing a SWISVA; this post will have responsibility for managing the program and monitoring the performance of the 3 partners. This will include:

- Program coordination including support with support with recruitment, liaison between partners around progress made, supporting training needs, reporting and maintaining donor relationships, development of practice learning, training, COPs <sup>1</sup>etc
- support the 3 CEOs in dedicating time to influencing of policies (in particular in Yrs 2 and 3) to support attendance and representation at regional and national meetings related to health, housing, addictions, policing, etc. Engaging with policy makers and officials, communicating the priority issues and systemic changes called for as part of our collective advocacy based on services statistics and case studies generated through direct support to sex workers in the region.
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder.

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<sup>11</sup> Communities of Practice

# Job Description

## 1. Delivery

- Oversee a program aimed at delivering improved outcomes for sex workers who have experienced sexual violence; delivered by specialist SWISVAs who will be based in Leeds, Nottingham and Manchester (or remotely).
- Ensure program is coordinated according to the delivery plan, agreed outcomes and quality assurance and support for SWISVA's to overcome any challenges to this, working closely alongside line management within each organisation.
- Support the recruitment, training identification and procurement as needed for the program.
- Coordinate, develop and publish a 'Good Practice' guide that documents the learning from the program and organisation learning events as set out in the delivery plan.
- Coordinate Communities of Practice for SWISVAs from POW, NUM and Basis and other organisations.
- Work closely with CEOs of POW, NUM and Basis to share learning through co-development of briefings and coordinate the use of evidence from this and other programs to influence policy and engage with key stakeholders to facilitate systemic change in health outcomes for sex workers who have experienced sexual violence.
- Ensure that safeguarding practice is embedded within working practices to effectively support those 'at risk', including work on boundaries and resolution of conflict to provide positive spaces/activities.
- Establish, maintain and develop good partnership working relationships with professionals and organisations, both statutory and voluntary.
- Ensure the service maintains its strict confidentiality standards and protects the data of those accessing the service, only sharing information to minimise harm & co-ordinate support where necessary

## 2. Monitoring and Evaluation

- Ensure ongoing recording and monitoring of project outputs and outcomes including through quarterly updates from each partner.
- Manage engagement and outcome data, inputting data onto the database and collating information to produce relevant reports.
- Gather feedback from service users on the service and any improvements suggested.
- Support analysis of data to review service delivery.
- Compile the donor reports and liaise with the donor as required.

## 3. Budget

- Support the Program Coordinator to ensure the project is delivered within the budget.
- Provide timely information to the Program Coordinator to ensure that the project budget is created and effectively managed.

#### **4. General Responsibilities**

- Contribute and document team meetings, organisational and partnership priorities, strategic goals and performance targets.
- Actively engage in regular internal and external supervision to support professional development and reflective practice.
- Be flexible within the broad remit of the post.
- Work collaboratively on projects and priorities with your line manager which may vary from time to time.
- Be proactive in keeping up to date with relevant policies and general developments relating to your work.
- Abide by organisational policies and practices, and our values.
- Support diversity and equality of opportunity in the workplace.
- Ensure that effective safeguarding procedures are in place and are acted upon.
- Drive the Basis company van for outreach and other occasions when needed.



Person Specifications	Essential	Desirable	Where Evidenced?
<b>EXPERIENCE</b>			
<ul style="list-style-type: none"> <li>A minimum of 12 months leading on complex program including monitoring and reporting to donors and support program staff to overcome challenges</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>A minimum of 2 years' experience of working with people who face barriers to accessing support services such as health housing and the criminal justice</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Experience and understanding of working in accordance to core safeguarding legislation to support victims of sexual violence</li> </ul>		X	Application and interview
<ul style="list-style-type: none"> <li>Experience of supporting sex workers</li> </ul>		X	Application and interview
<ul style="list-style-type: none"> <li>Experience of supporting victims of sexual violence through the criminal justice process</li> </ul>		X	Application and interview
<ul style="list-style-type: none"> <li>Experience of multi-agency partnership working, including with partners such as the police and SARC</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Experience of working in a complex environment, actively managing risk and following case management procedures to meet the needs of a diverse and vulnerable client group</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Experience with policy influencing including development of key briefing and sharing of best practice with key stakeholders</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Working with a range of stakeholders and partnership working or strategic networking, spanning voluntary, leadership and women's sectors, including delivering presentations</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Ensuring effective collection, collation and reporting of information</li> </ul>	X		Application and interview
<ul style="list-style-type: none"> <li>Lived experience in the sex industry</li> </ul>		X	Application or interview
<ul style="list-style-type: none"> <li>Experience of supporting people with protected characteristics</li> </ul>	X		Application or interview
<b>SKILLS AND ABILITIES</b>			
<ul style="list-style-type: none"> <li>The ability to pro-actively identify any challenges upfront and work collaboratively to address any issues that might jeopardize program outcomes</li> </ul>	X		
<ul style="list-style-type: none"> <li>The ability to build non – judgemental relationships with individuals and partners and motivate partner staff to meet deliverables as agreed.</li> </ul>	X		Application and interview

• Has strong communication skills to enable preparation of evidence-based briefings to influence for change	X		
• Can use professional challenge skills and work with others to raise issues and influence for change	X		
• Is able to project manage learning events (online or in person ) to disseminate program learning		X	Application
• Trustworthy and work with integrity within our policy and values framework including non-judgement, agency, empowerment, using an evidence based approach, strong advocacy for sex workers rights and decriminalization of sex work	X		Interview
• The ability to learn new skills and a commitment to learning in the workplace	X		Application and interview
• Can troubleshoot difficult situations, and deal with such situations calmly, efficiently, and effectively	X		Interview
• IT skills at a level that supports efficient report writing, email, internet use, presentations and data input (Excel and Office 365), as well as digital engagement techniques (use of social media, WhatsApp, live chat, Zoom etc.)	X		Application and interview
• Self-motivated with ability to work alone but can also work co-operatively and flexibly as part of a team/with partners	X		Application and interview
• Ability to stay focused and efficient in the face of changing priorities	X		Interview
<b>KNOWLEDGE</b>			
An understanding of how to take a rights-based approach, enabling dignity, choice, respect and privacy	x		Application and interview
Best practice guidance and research relating to:			
• Sex worker rights and legislation	X		Application and interview
• The diversity of the sex work industry	X		Application and interview
• National Ugly Mugs Reporting		X	Application
• Stigma and barriers experienced by people with protected characteristics	X		
• Understanding of the impact of trauma on individuals	X		Application and interview
• Understanding of criminal justice procedures relating to sexual violence		X	Application and interview
• Understanding of the Victim Code		X	Application and interview
• Knowledge of Health Inequalities Frameworks and relevant agencies		X	Application and interview
• Language skills including Romanian, Portuguese, Spanish, Mandarin and Thai		X	Application
• Data Protection, safeguarding and case work	X		Application and interview
• Relevant national specialist sex worker or related services		X	Application and interview
<b>EDUCATION, TRAINING AND QUALIFICATIONS</b>			
• No one specific qualification is required, but evidence of recent continuing professional	X		Application and interview

development in a professional area relevant to the post will be required. This could be for example: sexual health services, nursing/healthcare, women's sector, sex work although other areas will be considered			
• Accredited ISVA qualification		X	Application and interview
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>			
• Empathy with the needs of stigmatised and marginalised individuals and the barriers they face accessing sexual violence services	X		Application and interview
• Able to work in a fast- moving environment with multiple deadlines and competing priorities	X		Application and interview
• Confident, adaptable & with a flexible approach	X		Application and interview
• Awareness of self-care and ability to manage resilience	X		Application and interview
• Commitment to anti-discriminatory practice and equal opportunities including an ability to apply awareness of diversity issues to all areas of work	X		Application and interview
• Can work regular evenings and weekends (inc monthly outreach and regular evening shifts)	X		Application and
• Can travel to and within all 3 geographical areas of work	X		Application
• Willingness to drive the company van for outreach and other occasions when needed	X		Application

