



Terms of Reference

COORDINATOR

About TAMPEP

TAMPEP, the European Network for the Promotion of Rights and Health among Migrant Sex Workers, seeks to advance the rights and health of migrant and mobile sex workers across Europe, recognising their diversity as a crosscutting basis for empowerment.

TAMPEP was founded in 1993 in response to the needs of migrant sex workers across Europe. As a sex worker-led network, it unites sex worker groups and allies in building stronger partnerships to advocate for the rights of migrant and mobile sex workers on the European level.

Roles and Responsibilities of the Coordinator

The Coordinator plays a crucial role in ensuring that the Network functions in a coherent and efficient manner. This means performing a variety of tasks, ranging from administrative support to leadership in introducing initiatives and scheduling the strategic work of the Network, as set forth annually by the Steering Committee. The **Coordinator's core functions** are:

■ Communications

- Within the Secretariat: the Coordinator will be responsible for communicating with and transmitting information between the Steering Committee and Advisory Group, as well as ensuring that communication between the two bodies is efficient and effective.
- Within the Network: the Coordinator will be responsible for communicating with TAMPEP membership under all circumstances, whether it is to respond to queries or keep members updated of developments.
- Externally on social media: TAMPEP's Steering Committee is currently developing an external communications strategy, which the coordinator will be responsible for managing. This includes directly updating the Network's social media channels, and/or delegating related tasks within the Secretariat at the discretion of the Steering Committee.
- Advocacy and networking: the Coordinator will be responsible for actively communicating with other sex worker-led networks and organisations, as well as seeking and maintaining contact with prospective allies.

■ **Drafting and editing of key documents**

- External documents: the Coordinator will draft and edit any statements, position papers, and/or other documents published by TAMPEP within the Network and externally.
- Internal documents: the Coordinator will draft and edit all administrative documents, such as terms of reference for positions within the Secretariat, rules of governance, and meeting records.
- Copy editing: In cases where the Coordinator does not draft documents because an alternative agreement has been made within the Secretariat, the Coordinator will still be responsible for copy editing.

■ **Organise and chair meetings** (logistics in cooperation with Pro-tukipiste)

- The Coordinator will be responsible for arranging all meetings with the Steering Committee and Advisory Group, and will be expected to be able to chair these meetings as well.
- Preparatory work includes drafting meeting agendas, to be approved by the Steering Committee, as well as logistical coordination for in-person meetings. All logistical work is to be done in cooperation with Pro-tukipiste.
- The Coordinator will be responsible for keeping notes for the record and doing follow-up work on tasks agreed upon in meetings.

■ **Grant applications and budgeting** (in cooperation with Pro-tukipiste)

- The Coordinator will draft grant applications in cooperation with Pro-tukipiste and members of the Steering Committee and/or Advisory Group, as agreed upon internally.
- The Coordinator will support Pro-tukipiste in budgeting work and any other administrative tasks, particularly in relation to grants.

■ **New memberships** – the Coordinator will be responsible for maintaining a list of Network members and compiling membership applications for evaluation by the Steering Committee.

Skills

■ Strong English skills are mandatory, as the position will require a great deal of drafting. Any additional languages are considered an asset.

■ Drafting experience is mandatory. This does not have to be in a formal capacity, but simply means that the applicant has experience writing short essays, documents, emails, etc.

■ No educational qualifications are required, but some knowledge of the sex worker movement in Europe is a must. Any additional knowledge of the global sex worker movement and/or other rights movements is an asset.

- Sex work experience (current or former) preferred. Migration experience an asset.
- Basic knowledge of at least one social media channel required. Must be willing to learn how to use other forms of social media.

Terms

- The position will be remunerated, with a monthly lump sum of 600 euros for an average of one workday per week.
- The contract will be between the Coordinator and Pro-tukipiste, and will be freelance. This means that the Coordinator will be responsible for keeping track of their hours and necessary bookkeeping.

Communication and Working Practice

- The Coordinator is to communicate with the Steering Committee and Advisory Group separately, and keep each body updated on these discussions. This communication can be via email, Facebook, and/or Skype according to each body's preferences. The aim of having two separate streams of communication is to reduce the volume of emails and make it easier to schedule virtual meetings.
- Communication that jointly includes both the Steering Committee and Advisory Group should be done via email, and should be restricted only to crucial issues that require input and decision-making in order to ensure reduced email volume and transparency in governance, respectively.
- The Coordinator is to keep the Steering Committee and Advisory Group updated on outstanding tasks on a regular basis, including maintaining a running list of what has been done or needs to be done, and by whom.

Decision-making Process

- The Coordinator is selected by the Steering Committee, which is the only decision-making body in TAMPEP and which determines all strategic direction of the Network, guided by input from the Advisory Group.
- The Coordinator is accountable to the Steering Committee, which determines the Coordinator's functions.
- The Coordinator is also accountable to Pro-tukipiste, which determines the Coordinator's terms of employment. This is because the Coordinator's contract is with Pro-tukipiste, the hosting organisation, and is therefore governed by Finnish labour law.

Name

Signature

Date
