Scope of Work

<table>
<thead>
<tr>
<th>Position</th>
<th>Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Location</td>
<td>Neutral and remote</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>November 30, 2023</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Consultancy (12 days pm)</td>
</tr>
<tr>
<td>Languages Required</td>
<td>English – additional languages are an asset</td>
</tr>
<tr>
<td>Starting Date</td>
<td>February 1, 2024</td>
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<tr>
<td>Duration of the Contract</td>
<td>12 months – with a 2 months’ probation period</td>
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<tr>
<td>Remuneration</td>
<td>USD 1,500 - 1,900 per month</td>
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Background

The Coordinator is a key role within our small, fun and dynamic team. The coordinator will support us in streamlining systems, ensuring we do not miss key deadlines, we spend our funds, and keep the Pleasure Community of Practice glowing.

The ideal candidate will have experience working in organizations with entirely remote systems and with team members based in different time zones. They will enjoy setting up systems, working through project management tools and engaging with partners. They are organized, detail-oriented, and able to manage multiple projects at a time. The Pleasure Project is currently growing as an organisation and as the lead organisation facilitating a large community of practice of over 30 key sexual and reproductive health organisations. This role will suit someone who is keen to engage and learn about how organisations deliver their mission more effectively, with pleasure inclusive sexual health. It will allow the postholder to gain good knowledge of the international SRHR and health sector and ensure sexual health interventions deliver the best outcomes for overall health.

The coordinator will work closely with the Lead Operations of The Pleasure Project.

About the Pleasure Project

The Pleasure Project is the global thought leader on pleasure-based sexual health. We have been leading the effort to put sexy into safer sex since 2004. We build bridges between the public health world and the pleasure and sex industry and help develop the evidence base for a sex-positive and pleasure-based approach to sexual health and rights.

We promote sexual health and agency through an emphasis on ‘good sex’ by focusing on the pursuit of pleasure as one of the primary reasons people have sex. Secondly, we work with the World Health Organisation (WHO) and other global health organizations to expand the evidence base on what works in acknowledging diverse desires and means of satisfaction. Our work has been incorporated in the new Sexual Pleasure Declaration released by the World Association of Sexual Health. In 2021, we won the WAS award for innovative sexuality education for our pleasure-based work. The last two years have been exciting with the publication of a systematic review with WHO, the launch of the Pleasure Principles and the Community of Practice with the endorsing organizations; two cohorts of Pleasure Fellows and increased media attention, including from mainstream media houses such as the BBC, The New York Times and The Guardian.
For further information, visit our Socials:

Website: http://thepleasureproject.org
Instagram: @the_pleasureproject
Twitter: @thepleasureproj
Linked In: https://www.linkedin.com/company/the-pleasure-project

Summary of key functions:

1. **Systems for delivery of the strategic plan**: Set up and maintain systems to track deliverables and key dates of the strategic plan. Work with the team to ensure efficient delivery, helping them find optimal systems to deliver. Creating and managing folders and database and maintaining a comprehensive documentation. Support colleagues in developing and monitoring workplans.

2. **Community of Practice**: Co-ordinate workstreams that support the Community of Practise, leading on specific projects and community meetings as required. Coordinate with the team to set up meetings with external partners, with specific responsibility for the Community of Practice; support with developing agendas for the meetings, support presentations and other documents for meetings, documenting key takeaways and outcomes from the meetings.

3. **Pleasure Fellowship**: Coordinate with Pleasure Fellows for submission of final reports.

4. **Contracting**: Maintain database of consultants and pleasure experts. Manage specific projects, such as consultancies from contracting to reporting, drawing in expertise, suggesting outcomes and writing final reports.

5. **Financial systems**: Support financial systems, including record keeping, budget centres and spend.

6. **Reporting**: Collate and finalize quarterly updates for donors and prepare presentations. Complete programme and project reports.

As The Pleasure Project is a small organization, additional responsibilities might be identified for this role. These will be finalised by mutual agreement basis the existing workload and interest of the team member.

Core Values & Competencies

**Core Values:**

1. Respect for the expertise that diverse life and work experiences bring
2. Integrity
3. Access to Sexual Health and Pleasure available to all
4. Sexual Rights
5. Reliability
6. Honesty

**Core Competencies:**
1. Awareness and sensitivity regarding gender and sexual identity, rights and equity
2. Positive approach to Sexual Health and Sexuality and belief in Pleasure Based Approaches
3. Accountability
4. Creative problem solving
5. Effective communication
6. Inclusive collaboration
7. Stakeholder engagement
8. Feminist leadership

**Functional competencies:**

1. Excellent planning, coordination and project management skills; flexible and can manage a periodic high workload; ability to prioritise and meet multiple deadlines; can work effectively, efficiently, diplomatically and calmly in a multi-cultural environment; and can quickly understand and optimise new skills, processes and procedures.
2. Strong interpersonal, written and verbal communications skills; collaborative team player.
3. Creative thinker; enthusiastic, a self-manager, displays initiative, results- and solutions-oriented, known for quality work, an information seeker, works with integrity.
4. Self-motivated and inquisitive
5. Ability to troubleshoot problems that might arise while assessing the performance of the Strategic Plan, consulting team members as needed.
6. High degree of proficiency in using Microsoft Office, Keynote applications and project management tools (such as Slack).
7. Strong initiative-taker; ability to work independently.
8. Excellent interpersonal, collaborative and team player skills, with ability to influence and negotiate; treats people with fairness and respect.
9. Passion for, commitment to, and strong understanding of sexual and reproductive health and rights issues, as well as women's rights and gender studies, human rights and/or related fields is highly desirable.
10. Consistently approaches work with energy and a positive, constructive attitude;
11. Identifies opportunities and builds strong relationships with partners;

**Required Skills and Experience**

**Recruitment Qualifications:**

- A passion for improving sex education and sexual health globally.

**Education:**

- Degree or extensive experience in project management, public health, gender and women's studies, social science or a field related to sexual and reproductive health.

**Experience:**

1. A minimum of 3 years’ experience in coordination and program management;
2. Experience in on-line engagement a must;
3. Experience in developing and managing budgets is a must;
4. Outstanding oral and written communications skills, with proven ability to write engaging documents on tight deadlines;
5. Familiarity with sexual health and gender issues is an asset;
6. Ability to work independently, be proactive, and possess strong organizational skills, with good attention to detail;
7. Strong interpersonal skills and demonstrated ability to think forward;

Language requirements:
8. Fluency in English
9. Knowledge of other languages is an asset

How to Apply
Applications including
- CV,
- A cover letter explaining what motivated you to apply and how you see yourself in this proposed role.
- Two reference (they might be contacted once the candidate has been shortlisted. The Pleasure Project will inform the candidate in advance)

to be submitted to francesca@thepleasureproject.org with subj: “Program Coordinator” by November 30, 2023.

We foresee three phases for the process;
**Phase 1:** A panel will review the applications with the intent to shortlist a 3-5 applicants for further conversation. We will revert to all applicants with an update on the process and on their application.
**Phase 2:** Shortlisted applicants will be invited for an online meeting to get to know each other better and gain a better understanding of the candidate’s fit into the role and the team. We hope for this phase to be an opportunity for those who applied to know us better and ask us questions too. We will revert to all applicants who will be part of this phase.
**Phase 3:** Final selection, reference check & Offer