The Sex Agenda
Project Manager

We are looking for a motivated and creative freelancer to help run The Sex Agenda programme which will run between January 2021 and Decemember 2022. The Sex Agenda is a multi-media intervention created by Decolonising Contraception Collective to raise awareness on sexual & reproductive health. This position will involve working remotely (with some in-person meetings) with core members of our team to deliver innovative sexual and reproductive health content. It would ideally suit someone with a creative background and previous experience in editing.

Information about fees, and how to apply are at the end of the document.

WHO WE ARE

Decolonising Contraception (DC) is a community interest company founded in 2018 by a collective of Black and people of colour (BPOC) working in Sexual & Reproductive Health (SRH) who believed that not enough was being done to address the structural, cultural and historical determinants of Sexual & Reproductive Health (SRH). In particular, DC seeks to explore how access varies for BPOC groups. We believe that with a targeted approach, which creates exclusive spaces for BPOC of all genders and sexualities, with sex educators from the different communties, we can help to address the disparities in SRH.

DC challenges the sector and individuals to understand the colonial history of sexual & reproductive health, discuss modern practices, and initiate new conversations about reproductive justice. This movement exists to support those accessing contraception and other

sexual health services to feel empowered, and be able to make informed choices even if that means initiating difficult and uncomfortable conversations.

Please read our manifesto prior to applying and be aware of our safe space policy.

We will work with communities to establish sexual health interventions that address the wider social cultural determinants of poor sexual & reproductive health. The Sex Agenda project takes a three pronged approach to sexual & reproductive health:

1) Facilitating sexual & reproductive health workshops for BPOC with a particular view to meeting the needs of the West African and Tamil communities (we believe in taking a tailored approach and utilising the expertise that we have within the collective). 5 of these workshops will be delivered in person if COVID-19 permits.
2) Creating a zine which includes the sexual & reproductive health experiences in the form of illustrations, poems and articles .
3) Creating Season Two of the Sex Agenda podcast where Decolonising Contraception co-directors interview Black & people of colour (BPOC) working within the field.

There is scope to learn how to facilitate some of our workshops if the PM would like to, however, this is not required within the job role.

AIMS OF THE PROJECT

The Sex Agenda intends to:

- Raise awareness about sexual & reproductive health in West African and Tamil communities (we know that the content will resonate beyond this demographic) - measurable.
- Reduce stigma around sexual & reproductive health - measurable.
- Improve signing posting to good quality sexual & reproductive health information & other supportive services that contribute to improving better health outcomes.

RESPONSIBILITIES

The project will have several outcomes relating to the above intentions:

- Liaise with organisations that require free SRH content/workshops & supportive other like minded organisations supporting similar communities.
- Help keep diary of planned Sex Agenda events and workshops.
- Work with the team to create the zine take submissions, edit and distribute zine.
- Liaise with podcast hosts, editors and maintain website references for podcast episodes.

REQUIRED SKILLS

- Use of Word, Excel and Powerpoint.
- Use of online video conferencing.
- Editing/ writing teaching resources.
- Ability to work remotely.

DESIRABLE SKILLS

- Knowledge of Decolonising frameworks.
- Knowledge on reproductive justice frameworks.
- Understanding of sexual & reproductive health.
- Previous project manager experience.

LOGISTICS

Decolonising Contraception is a small non-profit community interest company. We have a core team of four members who work on DC projects flexibly whilst some of our work is paid much of our time and is volunteered to support the overall aims of the organisation.

You will be supported in your work by our co-directors Dr Annabel Sowemimo and Edem Ntumy. We also work with freelancers who support our social media, podcast and administration - they can also support you in your job role.

This is a freelance role, lasting 50 weeks (1 year), for 2.5 days per week at £200 per day. As a large amount of this work will be conducted online, it is not necessary to live in London to undertake this role, although some travel may be required post-lockdown.

You must be registered as self employed and be responsible for your own tax and National Insurance contributions (NIC).

You will be responsible for invoicing Decolonising Contraception at the end of each month The total fee for the year is £25,000.

There is scope for funding additional software or subscriptions that an applicant feels they need to support their job role.

PROJECT PLAN

December 2020
Core DC Team - finalises teaching materials
Plans for season 2 of the podcast and themes to be explored in the zine
Project Manager introduced to team

January 2021
Project Manager connects with like minded organisations who could benefit from free workshops.
Project Manager to liaise between Core Team and beneficiary organisations on booking workshops (ongoing.)
Assist on evaluation of workshops delivered (ongoing.)
Designs advertising poster for submissions for The Sex Agenda zine
Finalise list of podcast guest/topics

February 2021
Circulate advert for The Sex Agenda zine
Start recording of season two podcast/topics

March 2021 - April 2021
Submissions for zine close
Editing zine content
Working with copywriter on formatting
Continue liaising with podcast editor, guest and hosts

July 2021
Print zine and distribution to services, third sector organisations
Continue liaising with podcast editor, guest and hosts

August 2021 - September

September - October 2021
Evaluation of podcast listeners/focus group with listeners

November 2021
Evaluation of zine readers/ focus group with zine readers

Note on budget: The Project Manager will be leading this initiative but will be well supported by three other members of our team.

If you are interested in applying to the role please send a cover letter (now more than 1 page, typed A4 size 12 font) and CV to admin@decolonisingcontraception.com by 28th December at 11.59 (GMT) with 'The Sex Agenda Project Manager' in the subject line. Interviews for successful applicants will be conducted on 4th January. The Project Manager will be expected to start 11th January.