

Human Trafficking Foundation Project & Partnerships Lead

Salary: £35,000-45,000 dependent on experience
Closing Date: Wednesday 31st January

About:

The Human Trafficking Foundation seeks an experienced individual to drive forward its work with survivor consultants and support a range of anti-slavery partnerships across the UK. The successful candidate will have enthusiasm for partnership working, an ability to lead and inspire a variety of stakeholders and have the organisational skills and determination to work in a small, busy and highly effective organisation. The successful candidate will be passionate about tackling modern slavery, motivated by a varied workload and enjoy a fast-paced environment.

The Human Trafficking Foundation (HTF) grew out of the All-Party Parliamentary Group on Human Trafficking and Modern Slavery and HTF remains the secretariat. HTF is the conduit for the anti-slavery sector, bridging the gap between policy and practice, remaining politically neutral in order to work with all partners effectively. HTF has three main objectives:

- To shape policy and legislation by equipping parliamentarians and policy makers, lead government departments, local authorities, police and statutory agencies to better understand the extent and nature of human trafficking, and the need to adjust rapidly to changing trends;
- To provide a sustained and collective voice amongst NGOs, civil society, and voluntary organisations fighting modern day slavery so that short-comings in current policy can be identified and addressed, and how that can best be tackled; and
- Identifying opportunities for new and different types of intervention within the rapidly evolving landscape of human trafficking

Our Values:

- We facilitate both inclusive and collaborative working, welcoming all perspectives to find common ground in order to tackle human trafficking.
- We learn from all partners and equip anyone involved in anti-trafficking with knowledge to bridge gaps and create change.
- We elevate all voices equally and identify opportunities to evolve the response to human trafficking.

The Role:

- **Lead the [National Network Coordinators' Forum \(NNCF\)](#) which brings together the coordinators of the various regional anti-slavery networks and partnerships operating throughout the UK:** identifying key opportunities for growth and collaboration; facilitating the co-creation of resources; responding to the needs of members and supporting the development and creation of regional anti-slavery partnerships; implementing solutions to members' challenges; providing regular updates to members on policy changes; organising and co-chairing quarterly

meetings; maintaining the database and ensuring a national spread of partnerships; monitoring and evaluation

- **Coordinate the [Lived Experience Advisory Panel \(LEAP\)](#) which consists of independent consultants working with the sector to ensure that survivor support is shaped by those with lived experience:** developing HTF and the anti-slavery sector's approach to co-working between lived and learnt experience; working with LEAP members to develop a strategy for LEAP's growth; promoting LEAP's work to encourage commissioning; facilitating commissioned projects and LEAP's own projects; organising monthly meetings; invoicing and making payments; maintaining strong communication with members; ensuring high levels of safeguarding; monitoring and evaluation
- **Manage the [Survivor Emergency Support Fund](#) which provides small one-off grants to meet survivor's immediate needs when no other sources of funding are available:** responding to requests for funding; promoting the fund and administering payments
- **Support additional projects:** including requests from trustees and members of the All-Party Parliamentary Group; responses to survivor support policy and consultations; maintaining resources and webpages, such as the Survivor Hub and Survivor Support Services Map; event organisation, (including the Anti-Slavery Day Awards); research; report writing and administrative duties; answering the HTF phone and empathically and effectively signposting callers
- **Stay up to date** with policy changes, relevant reports and case law and share information with the team; summarising reports and materials to ensure HTF and partners are well informed

Person Specification:

Essential (E) / Desirable (D)

Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of modern slavery (E) • Knowledge of support systems available for survivors of modern slavery in the UK and awareness of the challenges faced by survivors (E) • Knowledge of modern slavery legislation in the UK (D) • Influencing policy and understanding of parliamentary process (D)
Experience	<ul style="list-style-type: none"> • At least four years of work experience in the anti-slavery sector or relevant field (E) • Coordinating multi-agency partnerships and liaising with a wide variety of stakeholders (e.g. councils, police, NGOs) at all levels of seniority (E) • Leading collaborative projects with an inclusive approach (E) • Joint working with people with learnt and with lived experience of abuse (D) • Flexibility to change ways of working in response to feedback & learning (D) • Delivering training and/or public speaking (D) • Working with victims of crime or people who have been marginalised (D) • Working in a small busy team (D)
Skills	<ul style="list-style-type: none"> • Ability to manage multiple tasks and prioritise own work (E) • Ability to think strategically and deliver operationally (E) • Excellent written and verbal communication skills (E) • Excellent attention to detail and analytical skills (E) • Proficiency in Microsoft Office (E)

	<ul style="list-style-type: none"> • Event organisation (D)
Qualities	<ul style="list-style-type: none"> • Subscribe to HTF's values (E) • Optimistic and positive force (E) • Strong team player and supportive colleague (E) • Empathic and conscientious (E)

Further Information:

- Full-time post, initially for one year and can be extended
- Probation period is six months
- Reporting to the Director of Operations
- Working in the central London office a minimum of two days a week, with flexibility for more if required
- This role may involve travelling within the UK to visit partners and some out of hours work, for which time off in lieu will be provided
- Applicant must have the right to work in the UK and will be subject to DBS check
- 21+3 days' holiday and 8 bank holidays, clinical supervision, 6% employer pension contribution and training and development opportunities

To apply, please submit a covering letter, (no more than one page in length) detailing how you meet each of the requirements in the Person Specification and why you are right for this role, along with your CV to info@humantraffickingfoundation.org. Please include your full name in the file name when saving both the cover letter and CV.

Application deadline: End of Wednesday 31st January. Unfortunately, we are unable to provide feedback on application forms.

For further information about our work please visit www.humantraffickingfoundation.org