**Job Description**

**Title**: Data Project Officer

**Contract**: 1 Year Fixed Term Contract

**Function/Team:** STOP THE TRAFFIK (STT)

**Location**: London

**Hours**: Full time, 40 hours per week, inclusive of breaks. (The breakdown of those hours to be by mutual arrangement and to meet the needs of STOP THE TRAFFIK).

**Unsocial working:** Occasional weekend and evening working is required, but time off in lieu is given according to current policy.

**Reports to:** Data Project Manager

**Grade**: F

**Summary of the role**

* Do you want to work for an organisation that is building a world where nobody is bought and sold?
* Can you code, read python and get excited about preventing exploitation?
* Looking for a supportive team that will be exceptional in learning new things and joining a fight to STOP THE TRAFFIK?

STOP THE TRAFFIK (STT) is seeking a determined individual with skills or experience in data to manage projects which are part of an overall strategy to prevent human trafficking and modern slavery (HTMS).

In this role you would take responsibility for and oversee STT’s data projects.

We are looking for a candidate that is naturally results orientated, analytical and can effectively build trusted and long-standing partnerships.

The successful candidate will be driven to expand their skill set in other areas, such as analytics /communications/learning, in order to support STT to achieve their objectives and would be excited to work in agile project teams within a matrix organisation.

**Roles and responsibilities**

* Work in collaboration with a variety of partners (companies, NGOs, local authorities, police, and others) to source data, set up secure data sharing, communicate data collection templates and present summarised insights back to different groups.
* Maintain the volunteer led data categorisations and enhancements.
* Ensuring data quality from multiple sources, sign-off and load information.
* Work with partners to design, embed and launch enhanced data visualisations around human trafficking.
* Engage with the TAHUB (https://www.traffikanalysis.org/ ) to improve intelligence and action within STT.
* Promote the intelligence generated from gathered data to drive effective action.
* Triage external reports ensuring the safeguarding of people and build evidence cases to send on to the appropriate authorities.
* Ensure appropriate action is taken by partners following insight presentations.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Signed:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** | | **Line Manager:** | |
|  | |  | |
| **Print Name** |  | **Print Name** |  |
| **Date** |  | **Date** |  |

**Person Specification**

**Data Project Officer**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Essential** | **Desirable** |
| **Job Knowledge** | * Proven experience in roles relevant to the JPDS such as, but not limited to: * Data analyst * Data lead * Database developer * Data scientist * Data engineer * An understanding of data protection and security * Demonstrable experience building effective and trusted partnerships | * Knowledge and interest in human rights issues |
| **Skills / Experience** | * Excellent time-management and communication skills * Ability to craft content targeted at specific audiences with a strong ability to interpret feedback and data * Experience with SQL and/or Python * Experience with visualisation tools * Ability to measure project outcomes and take those learnings forward into next project or task * Ability to juggle several projects at once at different stages of the process * Analytical – confident with qualitative and qualitative data * High computer literacy, particularly in Microsoft Office * An ability to execute tasks alongside leading others * Able to facilitate meetings with large numbers of people | * Experience of using project management software * Experience in PowerBI * Experience with AWS * Experience with mobile app development * Experience with Unix * Fluent in languages other than English |
| **Personal Qualities** | * Good team builder * Collaborative * Willingness to share and learn job knowledge with colleagues * Willingness to learn new skills, particularly in areas where there is no previous proven experience * Highly resourceful, organised self-starter, open to innovation with strong attention to detail * Excellent ability to work both independently and in a team * Ability to work under pressure and meet deadlines with ease and efficiency * Able to demonstrate initiative to uphold the values of STOP THE TRAFFIK * Willingness to undergo appropriate checks, including enhanced DBS checks |  |

**Equal Opportunities**

As a small charity working to disrupt the global business of human trafficking, gathering intelligence and delivering campaigns and projects around the world, we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds bring. As a minimum we expect all applicants to show a demonstrable commitment to equality and diversity.

**Safeguarding vulnerable children and adults**

STOP THE TRAFFIK is committed to safeguarding and promoting the welfare of vulnerable children and adults. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.