

Job Description

Title:	Human Trafficking Prevention Project Manager (London)
Contract:	1 Year Fixed Term Contract (with a view to extend)
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:	Head of team (Data & Communications)
Grade:	E

Summary of the role

STT is seeking a determined individual to transform how London is responding to human trafficking.

Building on 10 years of relationships, activity and progress across London, the purpose of this role is to expand a programme that STOP THE TRAFFIK has developed since 2018. The programme, which currently employs an intelligence led preventative strategy in order to build communities resilient to trafficking within three London boroughs, plans to expand across the rest of London.

Crucially, this work will enable London boroughs to safely share anonymised data about cases, building up a rich picture of how trafficking is happening in London and informing a coordinated response, so a comfortability and sensitivity around data anonymisation is key. The successful candidate will lead on supporting London boroughs to prioritise data sharing in their work, and will lead on facilitating the delivery of this data sharing. They will then in turn lead on turning combined insights from the analysis of shared data into action, utilising STOP THE TRAFFIK's established prevention methodology.

The successful candidate will be results-orientated, able to build trust and effective relationships with multiple stakeholders as they share resources with, and coordinate, human trafficking response leads and safeguarding leads in London boroughs.

This is a critical time for us to deliver this work with a changing landscape in London impacted by the pandemic and the ongoing influence of Brexit. In this uncertain environment, many people face increased vulnerabilities relating to human trafficking and modern slavery. This role will be imperative in shaping our response during this time.

Working alongside the wider STOP THE TRAFFIK team and the pioneering, proven prevention data driven approach, the candidate will help develop our strategy and the delivery of our operations across London.

Our vision is to equip London boroughs with a clear picture of what human trafficking is, how they can respond to it and the tools to do that effectively. Will you join us?

Roles and Responsibilities

Scaling existing work with local authorities:

These responsibilities focus on how we can promote best practice to London local authorities based on what we have learnt in the last 3 years:

- Making resources such as training materials, awareness raising material and humantrafficking response strategies, available to London local authorities.
- Providing advice on human trafficking cases and signposting to support and the UKnational referral mechanism.
- Sharing resources with local authorities about human trafficking response best practice or changing risks.
- Running webinars on specific topics, such as county lines, for local authorities.

Creating a clear data picture of trafficking in London:

- Working with London local authorities to safely share anonymised data about trafficking.
- Promotion of the STOP APP to provide survivors of trafficking in London with a wayto safely share their story to inform service provision.
- Working with London based NGOs to help them to safely share their data.
- Cleaning, visualising and making available this data back to local authorities.
- Depositing this data into the Traffik Analysis Hub so law enforcement and other NGOs can easily and safely access it.

Delivering prevention programs as a result of what we are seeing in the data gathered:

- Working with the STOP THE TRAFFIK team & partners to analyse and gain insights ofwhat is going on.
- Signposting and safeguarding individuals who report but may still be at risk or experiencing exploitation.
- Delivering social media campaigns to reach 100,000 people in London each year through technology.
- Completing monitoring and evaluation around delivered projects to demonstrate outcomes.
- Sharing data insights with businesses and financial institutions in London.

General

- Creating and implementing a work plan to the achievement of targets and overall objectives, with a strong ability to organise and prioritise.
- Excellent use of written and verbal communication skills to communicate the issueof Human Trafficking and Modern Slavery in ways which are bespoke and practical.
- Use analytical thinking to identify and resolve potential blockages in the project process.
- Liaise with project funders and produce project performance reports.
- Display effective leadership in delivering on projects and developing a team.
- Building strong relationships with existing and new clients and partners.
- Coordinate a team to input and report on the monitoring, evaluating, and learning inall STOP THE TRAFFIKs work.

OTHER: The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

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.

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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	

London Prevention Project Manager Person Specification

Qualification	Essential	Desirable
Skills / Experience/ Knowledge	<ul style="list-style-type: none"> • Proven experience in coordinating and delivering complex projects • Excellent time-management and communications skills • Strategic thinker with ability to craft content targeted at specific audiences with a strong ability to interpret feedback and data. • Ability to measure and learn project outcomes and take those learnings forward into next project or task • Demonstrate a creativity and an understanding of the brand. • Demonstrable experience building effective and trusted partnerships and delivering change • Knowledge of how to engage different audiences about complex social issues • Ability to juggle several projects at once at different stages of the process • Management skills • Analytical – confident with qualitative and quantitative data • High computer literacy, particularly in Excel, PowerPoint and other Microsoft apps. • An ability to execute tasks alongside leading others. 	<ul style="list-style-type: none"> • Knowledge and interest in human rights issues • Knowledge of human trafficking • Experience working with local authorities • Experience of using project management software • Experience of PowerBI and GIS software

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Good team builder • Collaborative • Promotes a culture that respects, promotes and celebrates diversity and inclusion • Willingness and ability to contact and engage with new partners and business and build longlasting trusted relationships • Willingness to share and learn job knowledgewith 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. 	
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