



Job Title: Human Trafficking and Modern Slavery Project Development Worker – West Yorkshire

Reporting to: Area Lead

Salary: £22000- £23000 pa

Hours: 37 hours per week

Location: West Yorkshire: office base in Leeds, with regular travel across the region, sub regions and occasional national travel

This is an exciting new project, funded by Comic Relief, in partnership with the Red Cross, to develop and implement a regional service (Renew), aiming to develop skills, knowledge, responses and services to women who are victims (or potential victims) of modern slavery, human trafficking and exploitation across the region.

Purpose of the Role

- To facilitate drop-in, one to one and group sessions across West Yorkshire region.
- To assess clients' needs, and advise, support or signpost as necessary.
- To provide ongoing support and referral where a women displays indicators of trafficking or modern slavery.
- To develop good working relationships with partner agencies across the region to further the support available to clients
- To provide an immediate and timely response to women who remain in an exploitative situation.
- To assist service users to exit trafficking and exploitative situations in a safe and positive way
- To support women to access their entitlements as potential victims of trafficking
- To provide monitoring and reports as required

Key Tasks and Responsibilities

- To oversee the management of risk, including making decisions about accepting women to the project in accordance with Ashiana policies.
- To represent Ashiana at local, regional and national level and to develop effective inter-agency working.
- Establish and participate in relevant operational networks
- Deliver awareness raising sessions to relevant organisations, community groups and women themselves in order to raise awareness of Modern Slavery and Human Trafficking, Ashiana and the Project.
- To establish and promote an effective working relationship with partner agencies, both statutory and voluntary and liaise with key stakeholders in order to ensure that women are referred to the project appropriately
- Provide drop-in, one to one and group work support and safety planning for a case load of women who have experienced trafficking and slavery, or who are at risk of exploitation or re-trafficking.
- Provide information and advice on relevant issues including health, housing, counselling, welfare benefits, training, employment and child protection.
- Provide a sign posting and referral service relating to immigration and asylum processes

- To identify agencies and individuals who could provide appropriate support and support women to access as appropriate.
- Where appropriate or necessary, to coordinate the referral to suitable and safe accommodation utilising risk and needs assessments processes.
- Maintain appropriate records and statistics regarding service users.
- Produce high quality reports to support clients' where necessary.
- To act as the advocate of the client when appropriate.
- Maintain administrative systems.
- To ensure that the client is familiar with the criteria of Ashiana and is supported to make decisions regarding issues such as referral into the National Referral Mechanism; assisting the authorities with intelligence; voluntary return to her home country; applying to remain in the UK: and the implications of those decisions.
- To implement requirements detailed in service level agreements or funding agreements. To monitor these and to notify the Project Manager of potential problems.
- To keep informed of relevant legislation, funding, care and support models and changes affecting Ashiana's Support Service.

Development of Specialist Expertise

- To take a key role in developing specialist knowledge within the organisation in respect of supporting women who have been trafficked. This may include contributing to research and identifying an approach geared specifically to current and future users of Ashiana's services.
- To lead the promotion and awareness raising activities of the project.
- Be the lead operational contact for local and project partners, taking part and contributing to meetings, conferences and networking events. Feeding back learning to the Ashiana and project team.
- To develop a range of external support to assist in this process.
- To adhere to the delivery of minimum standards to women who have been trafficked.
- To provide support and advice to external agencies around the issue of trafficking.
- Through supervision and mentoring to provide a consistent approach based on best practice.

Finance, Reporting and Monitoring

- To maintain records, statistics and qualitative information in accordance with the requirements of Comic Relief, and Ashiana's Management Board.
- To use such information to develop high quality reports and monitoring returns for funders, CEO and board as required
- To contribute to the development of policies and procedures and to take responsibility for the development of

good practice in relation to the postholder's designated area of expertise

Other Requirements

- To take part in any training relevant as determined by your line manager via supervision
- To work in accordance with Ashiana’s Diversity Policy.
- To work in accordance with Ashiana’s Health and Safety policy and associated procedures.
- Undertake any additional tasks as reasonably required as determined by your line manager
- To work within and promote the values and policies and procedures implemented by Ashiana and be involved in the development and review of policies and procedures as determined by the CEO and Trustees
- To undertake any duties and responsibilities as determined by Ashiana that may require working unsociable hours for example evenings and weekends
- To carry out any other duties that may reasonably be requested.

PERSON SPECIFICATION

Criteria		Essential	desirable
Qualifications			
Level 3 + in relevant field (i.e. Social Work, Community Development, Family, Youth and Community) or proven relevant experience in similar role		✓	
Knowledge and Experience			
1	Substantial experience of providing support to vulnerable women including casework experience with women who have experienced violence	✓	
2	An understanding of trafficking and how it affects women	✓	
3	An understanding of the causes and realities of sexual exploitation and trafficking and a commitment to developing effective responses	✓	
4	An understanding of equal opportunities and its practical application, including providing support to meet the cultural needs of victims of trafficking	✓	
5	Experience and knowledge of carrying out assessments and developing support plans from these.	✓	
6	Experience and knowledge of managing caseloads, (assessing need, assessing risk, planning implementing/accessing and evaluating care)	✓	
7	Some knowledge of housing, welfare benefits and community care legislation	✓	
8	Experience of providing qualitative and quantitative reports for funders and senior management	✓	
Skills and Abilities			
8	Good literacy and oral skills, including the ability to speak another		✓

Criteria		Essential	desirable
Qualifications			
	community language.		
9	Ability to self-service and produce documents to a good standard using word processing package	✓	
10	Ability to write clear and precise reports on complex issues	✓	
11	Ability to manage own workload, and act as coach and mentor.	✓	
12	Ability to maintain good administrative records	✓	
13	Ability to communicate effectively with service users, staff, agencies, statutory bodies etc and maintain good working relationships with a range of agencies	✓	
Attitudes			
14	Understanding of and empathy with Ashiana's aims and commitment to women and children who have experienced violence and abuse	✓	
15	Flexible and be willing to contribute to the success of the team	✓	
Other			
16	Good attendance record and ability to cope with pressure	✓	
17	Ability and willingness to work some evenings & occasional weekends	✓	
18	Ability to undertake regular regional travel and occasional national travel which may include occasional overnight stays.	✓	