## Role information

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| Job Title: | Modern Slavery Research & Engagement Officer | Travel Required: | Must be able to travel across the West Midlands Car and business insurance required |
| Location: | West Midlands | Position Type: | Support, training, intelligence gathering |
| Service area: | Modern-Day Slavery Support Services | Level/Salary Range: | £26,554.92 |
| Responsible to: | Modern Slavery Community Service Manager  | Working Hours | Full time – 37.5 – flexible across the week days and evenings |
| Special Conditions |
| Evening and weekend work may be required, as well as some work outside of normal office hours |
| Job Brief |
| Black Country Women’s Aid (BCWA)’s Modern Slavery Services provide accommodation and community support to victims of modern day slavery and human trafficking across the West Midlands. Our Modern Slavery Engagement activity works with police, agency partners and communities to improve the identification of and response to victims of modern slavery who are sexually exploited. The Research and Engagement Officer will assist in the research, analysis, production, and collection management of intelligence on sex work, modern slavery and sexual exploitation in the West Midlands. They will build up an intelligence picture of premises, hotspot areas and networks, responding to police and community information. They will provide research and analysis by screening and assessing intelligence received, identifying relevant information, and conducting extensive additional research both online and in-person. They will collate relevant reports to present to the service manager and police partners, to help formulate police and agency responses to potential sites of exploitation and trafficking. The Officer will also work with individuals, communities and businesses to educate and raise awareness on the topic of modern slavery/human trafficking with the aim of identifying potential victims and to refer them into the National Referral Mechanism. The focus will be on generating an increase in the number of victims identified in specific communities/locations identified by intelligence received from the police.  |

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| **Working for BCWA** |
| BCWA Values | This role will be an ambassador for BCWA promoting the values of the organisation and all it stands for.The (position) must possess the leadership, skills and commitment to challenge abuse and violence within our society acknowledging that victims are faced with many barriers to living free from violence and abuse. Victims of violence are at the heart of everything we do.   BCWA listens, supports and cares  |

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| **Safeguarding responsibilities (the individual’s responsibility for promoting and safeguarding the welfare of vulnerable adults, children and young people they are responsible for, or come into contact with)** |
| \*\*All posts are subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975.  It will be necessary for an enhanced disclosure to be made to the Criminal Records Bureau for details of any previous criminal convictions.The Research & Engagement Officer will undergo an enhanced Police check All BCWA employees are responsible for the safety of vulnerable adults; children and young people within BCWA services either as direct or indirect victims of abuse. Employees must adhere to all policies and procedures including local safeguarding procedures. Concerns identified must be reported and recorded accurately to your line manager  All BCWA employees are required to work within professional boundaries and ensure that their role and responsibilities are explained and understood including action take where concerns arise.All BCWA employees are expected to take the lead where necessary, attend meetings, share relevant information and respond efficiently, timely and accurately to safeguard and work in collaboration with agencies |   |

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| **Meeting the Strategic Objectives of Black Country Women’s Aid** |
| 1  | To be responsible for delivery and implementation of professional services that incorporate supportive and preventative strategies to equip survivors/service users to keep them safe and free from abuse |
| 2 | To be compliant with GDPR procedures and principles |
| 3 | To develop innovative ways of working with survivors/service users based on good practice and evidence based research |
| 3 | To be an active participant of the organisational strategic plan, taking an active role in developing the MDS Engagement Service |
| 4 | To represent the organisation positively contributing to local, regional and national strategy and events; |
| 5 | Work with senior employees to prepare services for externally assessed quality standards; |
| 6 | To contribute to the development of a culture and systems that promote equality and value diversity; |
| 7 | To ensure that the MDS Engagement Service is integrated internally and externally; |
| 8 | To work within the aims and objectives of BCWA. |
| **Governance**  |
| 1  | Reporting to the service manager as required and producing regular reports in accordance with an agreed schedule and performance requirements. |
| 2 | Attendance at relevant meetings including management meetings and relevant stakeholder meetings. |
| 3 | Assistance in preparing reports to stakeholders and funders ensuring that monitoring and statistical information is kept up to date, accurate and in line with BCWA policies and procedures. |
| 4 | To ensure effective communication across all services to update and inform about the MDS Engagement Service, and ensure that the service manager is informed at all times of any issues that affect effective service delivery.  |
| 5 | To ensure implementation of and compliance with of BCWA policies and procedures. |

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| **Principle Duties** |
| 1  | To be part of a specialist MDS Engagement Team working to improve the identification of, and response to, victims of modern day slavery who are sexually exploited.  |
|  | **Intelligence-gathering and identification** |
| 2 | Conduct research on sex work sites/premises and trafficking networks, in response to initial intelligence. This will be done through a range of sources, and will include extensive online research using known networks where sex work is advertised including Gumtree, PunterNet and UK Punting. |
| 3 | Liaise with colleagues, police, partner agencies and community members to gather further information, which may help to piece together the whole picture. |
| 4 | Collate and validate intelligence, evaluating the reliability of sources and credibility of information. |
| 5 | Collate information into actionable intelligence and reports. |
| 6 | Deliver information in formal reports or as presentations and desk-level briefings to the Service Manager and police partners. |
|  | **Engagement & Support** |
| 7 | To develop effective long term networks with local communities designed to build trust and confidence with potential victims of modern slavery and human trafficking who are consequently able to develop the confidence to escape their traffickers and begin rebuilding their lives. |
| 8 | To conduct risk-assessed visits to indoor sex work premises (massage parlours etc) to open communication with sex workers, offer support and provide intelligence to police on potential exploitation and trafficking. |
| 9 | Accompany police raids on sex work premises where appropriate, to provide an immediate trauma-informed response to potential victims of exploitation. |
| 101 | To make referrals and work together with other services to create the best outcomes for victims and where appropriate their families, including accessing specialist drug and alcohol services and mental health and wellbeing services. |
| 11 | Assisting victims to understand their human rights, legal entitlements and support services available; supporting them to make choices; assisting them to access pathways such as the National Referral Mechanism and police reporting. |
| 12 | To offer a sensitive response to a range of practical and emotional presenting issues victims may have. This could include grooming, sexual violence, trauma, offending, trauma, alcohol and substance use, mental ill-health, immigration issues, police investigations, accommodation etc. |
|  | **Partnership work** |
| 13 | Networking with other stakeholders engaged in the business of anti-human trafficking, support for sex workers, or where potential victims of modern slavery or human trafficking may access services.  |
| 14 | Identify opportunities alongside partner agencies and communities to identify, respond to and prevent modern slavery, to enhance safer and stronger communities overall. |
| 15 | To deliver training to a range of agencies on modern slavery, sexual exploitation, sex work, and appropriate responses. Training will aim to improve the flow of intelligence into the service as well as agencies’ response to victims’ needs. |
| 16 | To build relationships with stakeholders and ensure appropriate sharing of information in accordance with BCWA policies and procedures. |
|  | **General** |
| 17 | To ensure that all intelligence gathering activities are accurately recorded according to BCWA policy and procedures, using BCWA systems and other recording tools as agreed with police partners.  |
| 18 | To be a proactive enthusiastic member of the team contributing to the requirements of the contract and related targets and commitments (funders/ commissioned services). |
| 19 | Ensuring that the overall quality of service is working within external/ national standards |
| 20 | Ensuring that practice meets health and safety standards in accordance with BCWA policy and procedures when working at BCWA sites, partner sites and on outreach visits. This includes use of any relevant equipment.  |
| 21 | To contribute to improvements and developments to MDS Community Engagement Service, including contributing to evaluation reports, new bids and tenders as required.  |

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| **General Duties** |
| 1 | To ensure that all work is compliant with BCWA GDPR and Information Security policy and procedures. |
| 2 | To be fully compliant and remain up to date with BCWA’s policies and Case Management procedures and uphold standards of best practice. To remain up to date and compliant with local and regional operational protocols and national legislation and emerging evidence. |
| 3 | To develop, maintain and represent positive, collaborative working relationships with all BCWA staff, being committed as part of the team to providing a high level of support to victims and survivors. |
| 4 | To attend all meetings or training as required, attend monthly supervision sessions, and appraisals.  |
| 5 | To participate in BCWA performance management processes providing robust outcomes and evaluation reports on progress within the role. To participate in target setting within the role and work to established targets.  |

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| **Important information**  |
| 6 | This job description will be subject to review as part of the annual appraisal process. The post holder will be expected to be flexible in her development of the post and will participate fully in all discussions about the nature of her work and the tasks involved. |
| 7 | Black Country Women’s Aid is committed to safeguarding and promoting then welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. |
| 8 | Any other duties which the Executive Director may feel necessary from time to time |
| 9 | Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. The post holder must be female in accordance with the Sex Discrimination Act 1975 Part 7 (2) (e) |

# Person Specification

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| **Qualifications and Experience: You are required to have:**  |
| 1 | An education to degree level or equivalent (NVQ Level 5), minimum Level 3 |
| 2 | A high level of computer literacy, including proficiency with Microsoft Office |
| 3 | Experience of conducting research using both quantitative and qualitative methods, or experience of conducting data analysis |
| 4 | Experience of working in a professional environment |
| 5 | Experience of working within a supportive setting for vulnerable people, homelessness/destitution/Modern Slavery/CSE and link to adult sexual exploitation  |
| 6 | Experience of working within a formal contracting environment delivering/achieving against a specification and performance targets |
| 7 | Experience of working in partnership with external agencies and representing an organisation at stakeholder meetings |
| 8 | Experience of developing and facilitating training and delivering training to professionals |
| 9 | Experience of working within agreed targets and reporting on time |
| 10 | Experience of responding in an emergency/crisis |
| 11 | Experience and confidence to communicate in a variety of ways. |
| 12 | Experience of/ability to present information clearly in engaging formats |
| **Knowledge: You are required to:**  |
| 1 | Have knowledge of the indicators and components of human trafficking/modern slavery, the issues facing victims of modern slavery and the current systems in the UK that support potential victims and the National Referral Mechanism (desirable) |
| 2 | Have an adequate and comprehensive level of knowledge of relevant legislation, government policy and good practice requirements, particularly in safeguarding children and adults, homelessness, immigration and cultural diversity (desirable) |
| 3 | Have knowledge of the Europe Convention on Against Trafficking in Human Beings (International Framework) (desirable) |
| 4 | Have knowledge of relevant Safeguarding Adults and Children legislation (desirable) |
| 5 | Have knowledge of Health and Safety, GDPR compliance and management (desirable) |
| **Skills/ and abilities: You are required to have:**  |
| 1 | Excellent communication skills with the ability to communicate factual information clearly and concisely both verbally and in writing, often under pressure and to tight deadlines:  |
| 2 | Ability to be calm and resilient whilst under pressure and to remain optimistic and persistent |
| 3 | A good aptitude for analysis, a naturally enquiring mind and excellent problem-solving skills |
| 4 | Good report-drafting skills, with consistent attention to detail, as reports may inform police and partner actions |
| 5 | Good organisational and prioritisation skills, with the ability to plan your workload and meet deadlines |
| 6 | Aptitude with a range of IT applications, including Word, PowerPoint, Excel and databases, and the ability to conduct research online |
| 7 | Ability to work independently and within a team, to plan your workload, meet deadlines, problem-solve and respond to unplanned demands and support employees within the team.  |
| 8 | Motivation, drive, focus, initiative and innovation |
| 9 | Responsiveness to changing requirements and priorities and be able to adapt to unpredictable circumstances |
| 10 | Cultural sensitivity, empathy and strength of character to build relationships with people and be persuasive, especially in human intelligence work |
| 11 | Ability to work in a multi-agency way, communicating effectively with other agencies through telephone, face to face and written reports.  |
| 12 | Maintaining professional boundaries and knowing when to seek management guidance and support when required. Self-care is vital. |
| **Character and Personal qualities: You will be required to have:**  |
| 1 | A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives |
| 2 | Confident, assertive, positive individual committed to helping people achieve their potential and representing everything that Black Country Women’s Aid standards for  |
| 3 | A compassionate, non-judgmental, non-directive and anti-discriminatory approach to empowering women |
| 4 | High level of self-motivation and integrity and an ability to think creatively with a ‘can-do’ attitude that can inspire others |
| 5 | Confident to challenge practice in a constructive and solution focused way and where necessary take formal action |
| 6 | Highly organized and efficient and able to manage time/tasks effectively and respond to immediate pressures |
| **Other Requirements: You will be required to:**  |
| 1 | Have a current driving license and access to a vehicle with business insurance |
| 2 | Be willing to work unsociable hours, including evenings and late nights |
| 3 | Be eligible to work in the UK |
| 4 | Romanian Speaking Language preferred but not essential |

# Version control and Sign off

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| Job Description produced by:  | Kat Bailey, Development and Communications Manager | Date Produced | 10/03/2020 |
| Job Description reviewed by: | Bali Sohal – Head of Modern Slavery Support Services | Date reviewed  | 21/05/2020 |
| Job Description approved by: |  | Date Approved  |  |