



recruitment pack
Policy & Partnerships Officer

About Us

Unseen is a UK charity with its head office in Bristol. We provide safehouses and support in the community for survivors of trafficking and modern slavery and operate the 24/7 UK wide Modern Slavery & Exploitation Helpline. We also work with individuals, communities, business, governments, other charities and statutory agencies to end slavery for good.

Our vision

Our vision is simple: a world without slavery. We aim to transform society's response so all can live in a world free from such abuse and exploitation.

Our mission

We're working to end modern slavery by empowering, equipping and influencing others to bring about positive and transformational change.

By **empowering** and supporting survivors through our specialist services we can enable them to recover safely and develop resilient, independent lives.

We identify key slavery and exploitation issues, and **equip others** with effective solutions through advice and training.

We use our experience, research and survivor stories to **influence** society and push for change in legislation, policy, business practice and consumer choices.

Our strategy

Educate society

Provide tangible solutions for individuals, communities, and organisations to be effective in their personal and professional lives in relation to tackling modern slavery.

Business engagement

Positively affect business behaviour by driving up standards to mitigate forced labour/ modern slavery by increasing awareness, engagement, transparency and promoting continuous improvement.

Support services

Influence and improve support systems locally, regionally, and nationally, whilst continuing to deliver services that empower and increase resiliency for those who have been exploited.

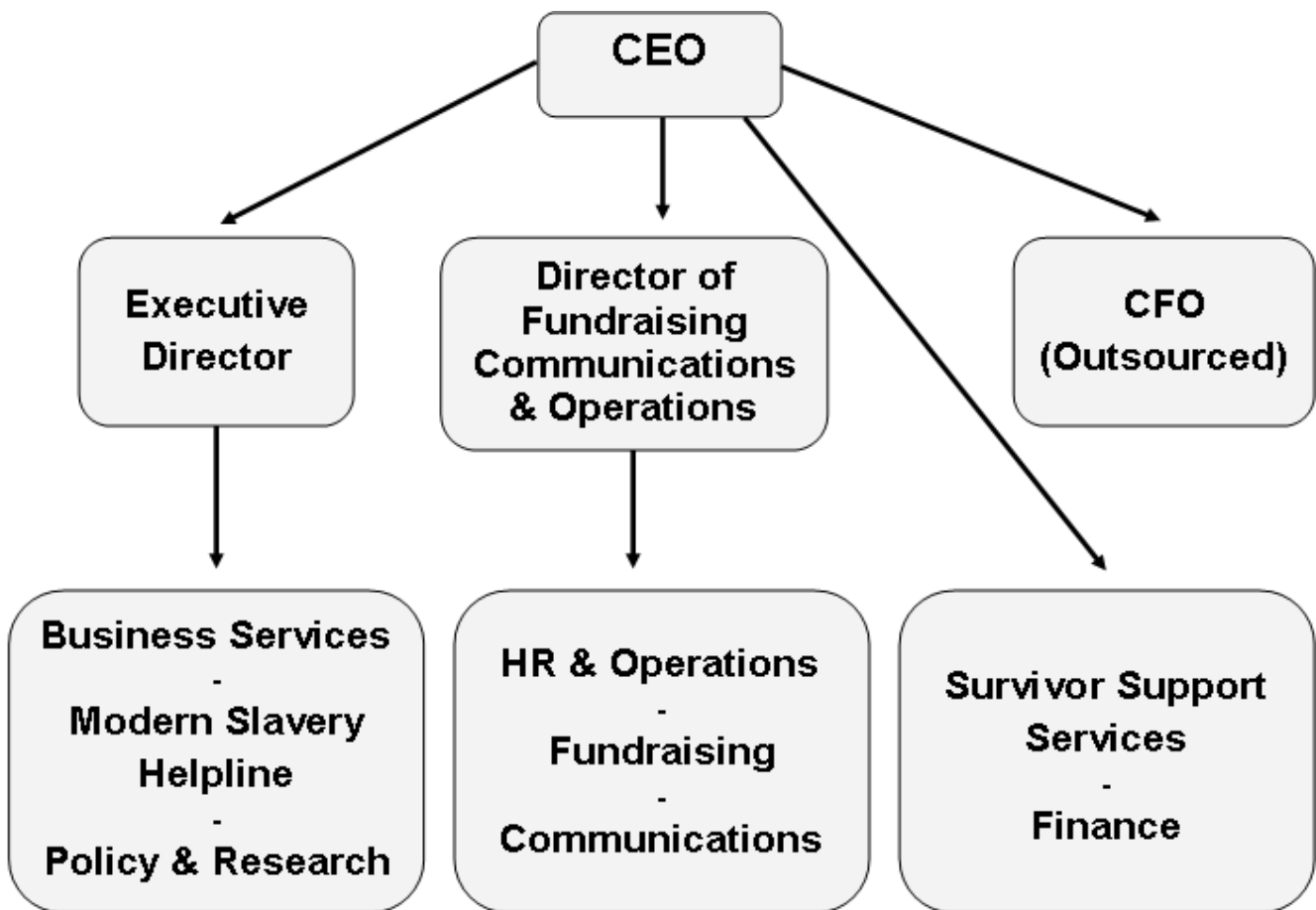
Policy, legislation and operational change

Influence policy, legislation, and operational practice in the UK and overseas to ensure tackling modern slavery remains a priority, being evidence-led by using our unique helpline data.

Organisational sustainability and optimisation

We will routinely review our internal processes and structure to ensure capacity and capability is optimised. We will consistently strive to achieve value for money. We will continue to prioritise funding ensuring our support services benefit the most from our activities.

Organisational Structure



Our values

Collaborative: We recognise the advantages in combining our expertise with the contributions of others. We seek to build lasting partnerships to support, challenge and deliver the changes we are aiming for.

Honourable: We see the best in people and promote an environment of respect for each other and our partners. We are straightforward, trustworthy and truthful in all our work.

Ambitious: We want to go as far as possible. We strive for the highest standards in all we do, pushing for change, looking for solutions. Our conduct, treatment of others and provision all aim to exceed expectations.

Dynamic: We are motivated to deliver results that change lives. In order to drive solutions forward, we embrace innovation, boldness and positivity.

Insightful: We are knowledgeable, informed and up-to-date. Thoroughly researching issues is a priority for us as the best way we can provide targeted, effective solutions.

Policy & Research Partnerships Officer

Location	Unseen's head office in Bristol with ad hoc UK travel. Hybrid approach with some working from home days. A degree of flexibility will be required.
Salary	£26,780 - £27,301 per annum depending on experience (this will be pro-rated for part-time hours).
Contract type	Permanent – This role is part funded by The National Lottery Community Fund (funding secured until 2029).
Hours	Full-time – 37.5 hours per week (part time may be considered). Contracted hours will be between 9am-5pm, Monday-Friday.
Reports to	Policy & Partnerships Manager
Key relationships for the role	<ul style="list-style-type: none"> • Survivor Consultants • Survivor Involvement Coordinator • Unseen wider staff teams • Policy & Research team • External agencies and statutory bodies including other NGOs and statutory services.
Requirements of the role	<ul style="list-style-type: none"> • Enhanced with List DBS • Maintain confidentiality with respect to service locations and identity of staff and service users. • Must completed and remain compliant with required training for this post.
Entitlements	<ul style="list-style-type: none"> • 33 days holiday per year (pro-rated equivalent for part time), inclusive of bank holidays. An additional day of holiday is awarded at the start of each holiday year up to a maximum of 38 days. • Enhanced sick pay entitlement (30 days full pay / 30 days half pay upon successful completion of probationary period) • Long service awards • Pension contributions • Paid Birthday leave • Enhanced Maternity and Adoption leave • Staff Wellbeing Programme and flexible working • Employee Assistance Programme – counselling for individuals (up to 8 sessions) and their families and a range of wellbeing support and resources • Bike to Work Scheme • Speak Up Staff line • Lone Working system in place

Policy & Partnerships Officer (cont.)

The Role Within Unseen

Unseen provides support to people who have experienced Modern Slavery and Human trafficking and actively champions capturing voices in our work and providing development opportunities for those we are working with. Unseen also engages with a range of external partners to promote and facilitate person-centered and survivor informed responses to exploitation.

We develop evidence-based research and policy recommendations that are built from our support and collaboration work with survivors, key statutory service partners and NGOs. The Policy & Partnerships Officer will support the Policy & Research work of the organisation and support in the coordination of the Southwest Anti-Slavery Partnership to ensure delivery of real and tangible benefits for everyone involved, especially potential victims and survivors.

Purpose of the role

The Policy & Partnerships Officer will support in the delivery of Policy & Research projects and the collation of lived experience voices into our research work. You will work closely with the Policy & Partnerships Manager, the Survivor Involvement Coordinator, Senior Caseworkers and Unseen's Survivor Consultant Volunteers and be responsible for the survivor consultant focus groups.

You will also support the Policy & Partnerships Manager in the coordination of the Southwest Anti-Slavery Partnership. Unseen facilitates the Avon & Somerset Anti-Slavery Partnership board, the Regional Anti-Slavery Partnership board and Bristol Modern Slavery Operational Partnership. We also support the chairs of other force area partnerships in the region and act as a point of contact in the Southwest, providing advice and guidance to partners and promoting proactive activity to eliminate Modern Slavery.

You will work closely with Unseen's Policy & Research Team and have regular interactions with staff across Unseen's wider teams including Support Services, Fundraising, Media & Communications and Operations.

Responsibilities Will Primarily Consist of

1. Be responsible for and support colleagues in the delivery of research projects.
2. Co-ordinate & support the delivery weekly lived experience training and working group sessions, topics and speakers.
3. Provide administrative support to Policy & Research team.
4. Improve service delivery and opportunities for Lived Experience inclusion across Unseen's activities.
5. Represent Unseen at speaker events to external stakeholders & present on our work.
6. Support in the delivery of all administrative tasks related to the Anti-Slavery Partnership (ASP).
7. General (all staff)

Unseen UK actively promotes equality, diversity and inclusion. We match our needs with skills and experience of candidates, irrespective of age, disability (including hidden disabilities), sex, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation.

Key responsibilities and tasks

- 1. Be responsible for and support colleagues in the delivery of research projects**
 - 1.1. Support in project management of research projects (such as planning, mapping, reviewing progress and reporting).
 - 1.2. Support in the development of research tools (such as questionnaires, interview scripts, focus groups).
 - 1.3. Support in identifying and engaging stakeholders and respondents.
 - 1.4. Support in gathering, interpreting and presenting on data (such as interviewing respondents, data cleansing and presenting on research findings).
 - 1.5. Contribute to policy recommendations and drafting of research and policy papers.
 - 1.6. Support the development of dissemination strategies.
- 2. Co-ordinate & support the delivery of training and weekly lived experience training and working group sessions, topics and speakers**
 - 2.1. Support the Policy & Research team with delivery of trainings and weekly meetings, ensuring actions are taken forward.
 - 2.2. Respond to any risks or issues that may impact upon the health and wellbeing of group work participation meetings and reporting these to senior staff as required.
 - 2.3. Regularly review research project and group work progress and suggesting ideas for continuous improvement.
 - 2.4. Support the Survivor Involvement Coordinator to coordinate guest speakers for working group meetings and facilitate weekly consultant working sessions (including room bookings, arranging refreshments and attending sessions).
 - 2.5. Communicate relevant information about weekly sessions with survivor consultants as required.
- 3. Provide administrative support to Policy & Research team**
 - 3.1. Responsible for day-to-day administration tasks related to survivor consultant groups (such as collating receipts and dealing with petty cash).
 - 3.2. Manage incoming queries from survivor consultants and respond directly or coordinate responses as required.
 - 3.3. Responsible for ad-hoc administration tasks as required, using initiative and seeking support as appropriate.
- 4. Improve service delivery and opportunities for Lived Experience inclusion across Unseen's activities**

- 4.1. Actively attend team meetings with other teams across the organisation as required.
 - 4.2. Support the wider management team to implement lived experience inclusion in their respective fields with support from Head of Policy & Research.
 - 4.3. Maintain appropriate, bounded support and unbiased sessions with consultants.
 - 4.4. Support the Frontline & Helpline teams with the collection and analysis of service user satisfaction monitoring and improvements.
5. **Represent Unseen at speaker events to external stakeholders & present on our work**
 - 5.1. Jointly and independently present information from Unseen's work at external speaker events.
 - 5.2. Provide regular input to lived experience panels that Unseen sit on.
 - 5.3. Attend meetings with key partner agencies on improving lived experience inclusion in service delivery and modern slavery response.
6. **Support in the delivery of all administrative tasks related to the Anti-Slavery Partnership (ASP)**
 - 6.1. Develop meeting agendas, set meetings, compile meeting minutes and ensure fulfilment of meeting actions.
 - 6.2. Monitor the ASP inbox and respond to ad hoc correspondence from partner agencies.
 - 6.3. Maintain the partnership mailing list and keeping partners up to date with sector news, sharing of materials and data.
 - 6.4. Support in designing and planning of partnership events, carrying out relevant duties as required from time to time for this role.
 - 6.5. Maintain and update the ASP website.
7. **General (all staff)**
 - 7.1. Promote the vision, aims and objectives of the organisation and ensure that all contacts with external people and organisations fully reflect the professional approach of the organisation.
 - 7.2. Understand and comply with all relevant legislation and adhere to organisational and operational policies and procedures.

Person Specification

Essential Knowledge, Skills and Experience

Ability to keep accurate records and reports on progress (e.g. meeting minutes and actions).

Ability to engage with different audiences, including presenting information to and influencing external organisations and groups.

Ability to formulate informed policy recommendations and write detailed project reports, having collaborated with internal and external stakeholders.

Good knowledge and understanding of the issues faced by individuals who have experienced Modern Slavery & Human Trafficking.

Good knowledge and understanding of Modern Slavery legislation, support services and statutory agencies' powers and responsibilities.

Desirable Knowledge, Skills and Experience

Ability to be accessible, approachable, and comfortable with vulnerable people, with an understanding of safeguarding.

Strong research project management and organisational skills, including balancing a varied workload and responsibilities.

Ability to work as part of a team and act professionally & collaboratively with internal team and external professionals.

Strong advocacy and analysis skills, including the ability to compile, interpret and relay quantitative and qualitative data.

Values

Commitment to social justice issues and the restoration of vulnerable people.

Proven understanding of and empathy with the needs of those impacted by having been exploited, trafficked and enslaved.

How to apply

This recruitment pack contains a job description, person specification and other information relevant to this role and its position within Unseen.

To apply:

1. Please complete Unseen's [application form](#) for the role. which includes a personal statement of 500 words outlining your suitability for the role, some personal details and equal opportunities questions, and;
2. Please also send a copy of your CV to jobs@unseenuk.org.

If you are unable to complete the form online, please email jobs@unseenuk.org or call us on 0303 040 2888 and we will send a printable version for you to complete.

Please note: The only information from your application that will be shared with the hiring manager is your personal statement and CV.

The deadline for applications is midnight on Sunday 29nd September.

Interviews will likely be held the week commencing 30th September. If you are unavailable for an interview on these dates, please apply early and let us know on your application form.

As an organisation focused on equality and diversity, we welcome applications from all sections of the community we serve including those with lived experience of modern slavery, those with diverse backgrounds, cultures, and religion, people of colour, those with disabilities and those from the LGBTQ+ community.

References from previous employers will only be contacted after a job offer. If there are valid reasons for this not to be possible, please mention this on your application.

Any questions, please contact jobs@unseenuk.org or call us on 0303 040 2888



**Thank you for your interest in working
with Unseen to achieve our vision of a
world without slavery.**