

SOPHIE HAYES

F O U N D A T I O N 

Sustainable freedom from human trafficking

Candidate Pack

Head of Programmes



Dear Candidate,

I hope you are as excited reading this application pack as we have been putting it together!

With an estimated 122,000 people in the UK currently in situations of slavery and exploitation, the scale of this issue is stark. For over a decade, Sophie Hayes Foundation has been working to support survivors of modern slavery and human trafficking in the UK, to achieve true and sustained freedom from exploitation.

Our programming enables and empowers survivors to rebuild confidence, find a community, and develop skills and experiences to benefit from future lifelong opportunities. We work closely with partners in the modern slavery and human trafficking sector to maximise our impact.

None of our work would be possible without the generous support of our funders. These include grant-making trusts and foundations, major donors, corporate partners, and a growing community of engaged supporters.

In 2024, we have created and adopted a new organisational strategy which paints a picture of a future in which Sophie Hayes Foundation will always provide the hand of help to survivors, meeting them wherever they are and taking them to where they want to be; as well as amplifying their voices to advocate for a future where their rights are upheld and where policymakers, businesses, and citizens have a much better informed understanding of exploitation.

There's no better time to jump into a new role at the Sophie Hayes Foundation to stand alongside us to deliver our bold new vision. We have an expert and highly collegiate team, and can promise fulfilling work, numerous opportunities to build leaderships skills and test creative ideas, to feel part of a flourishing and supportive group of colleagues, alongside a competitive benefits package.

We value a wide range of experience, so if you see yourself captured in any of the specifications below, please do get in touch.

Emily Death
CEO

Mission Statement

Founded in 2011 by Sophie Hayes, a British woman trafficked into sexual exploitation overseas, Sophie Hayes Foundation's work has always been centred around sustainable freedom. Sustainable freedom means freedom from exploitation, slavery, and trafficking; and freedom to look to the future with renewed confidence, rebuilt skills, and a sense of purpose for survivors.

Whilst our mission of sustainable freedom has continued over the last 13 years, forms of exploitation, as well as the landscape of support to survivors of exploitation, has changed beyond recognition. To adapt and respond to this, our new clearly defined and executed mission, coupled with enhanced brand awareness, and with survivor voice at its heart, will enable us to raise awareness, provide leadership, and develop the conversation on modern slavery and human trafficking in the UK.

Freedom from modern slavery, and human trafficking must be achieved through creating a community of survivors whose voices are amplified to challenge assumptions about slavery and trafficking and to work with policymakers and businesses to understand and tackle root causes of the exploitation of vulnerabilities.

We will build on our core strengths to consolidate, expand, and diversify our funding streams for the immediate benefit of our services and the long-term stability and growth of our organisation, opening up and seizing opportunities and partnerships which arise, to expand and improve our support to survivors.

Our strategy will bring stability and transformation, will be created through collaboration and inspirational leadership, will provide foundational support to survivors and empower them as actors for change.

We will work at two levels:

- 1 Freedom to look to the future with renewed confidence, rebuilt skills and sense of purpose can only be achieved by meeting survivors where they are in a complex survivor support landscape, adapting and responding to need as it arises, and pursuing new and innovative ways to open essential pathways to lifelong development, employment, and education opportunity, and long-term support to survivors of exploitation, slavery, and trafficking
- 2 Whilst adapting and responding to need, we will boldly assert that survivors deserve better than a system in collapse, recognising their right to comprehensive care and a genuine pathway to sustainable freedom. To this end, Sophie Hayes Foundation will take up our place as a dynamic and recognised charity, carving out a thought leadership niche for ourselves where our unique voice will enable us to attest to measurable advocacy achievements which improve life for survivors in the UK, and in turn make society fairer.

Foundation Values

We are BOLD

Slavery and trafficking are abhorrent crimes which have no place in the modern world. Survivors' stories of bravery and survival inspire us to be courageous in boldly challenging assumptions about slavery and trafficking, and in advocating with integrity to policymakers and citizens, businesses and consumers, for a future free from exploitation for all.

We are INQUISITIVE

We are experts in our work with a thorough understanding of the context and realities of modern slavery and human trafficking, centred around lived and learnt experience. But we see great value in continued learning, and take up all opportunities to develop our skills and understanding. We invite everyone to inquire alongside us and believe in their roles as agents of change.

We are INCLUSIVE

We seek to build understanding and awareness of all areas in which exploitation of vulnerabilities can lead to modern slavery and human trafficking and the profound significance of intersectional marginalisation on survivors. We champion and amplify voices of survivors in. We actively welcome and respect different perspectives and experiences from amongst staff, survivors, volunteers, trustees, and supporters, to enhance the quality of the services we provide and the work we do.

We are CREATIVE

We are flexible, adaptable, and responsive to change. We look to innovate, with an entrepreneurial and creative approach to providing opportunities for survivors and to expand our work. We are open to partnership with a wide range of institutions and businesses, and collaborating with them to co-create bold approaches to tackling exploitation and providing pathways to sustainable freedom.

We are HOPEFUL

In supporting survivors to, and advocating for, sustainable freedom, we need to inspire people with hope and belief that a better future is possible. Adapting our approach to recognise the challenges people face, we remain optimistic and look to find and provide inspiration wherever we can.

Head of Programmes

Salary:	£38,000 - £42,000 depending on experience
Benefits:	3% contributions to pension scheme of your choice 24 days (plus bank holidays) Additional holiday between Christmas Day and New Year Employee Benefit Scheme
Contract type:	Full time, permanent
Location:	Hybrid (2 days per week in London office preferred, 3 working from home) with travel when needed
Reports to:	CEO
Direct reports:	2 with scope to increase

Job Description

Purpose of the post

It is a pivotal time at Sophie Hayes Foundation. Our strategy '*Sustainable Freedom from Modern Slavery*' has launched and the charity is in a period of exciting transformation. This role is essential for the delivery of the strategy and ensuring that survivors of modern slavery, human trafficking, and exploitation have access to the support and opportunities they need to achieve their aspirations, independence, and a positive future.

You will focus on our new strategy. To adapt and grow our programming with survivor voice at its heart. You will retain the existing programme's core strengths whilst making it able to pivot and respond to need, reaching survivors where they are and supporting them to where they want to be.

You will be a key member of the leadership team and will lead our survivor service delivery and Programme team to deliver outstanding support and training for our participants.

Responsibilities

Programme

- Lead on objectives to adapt Sophie Hayes Foundation service delivery and programming to meet survivor need, in line with new organisational strategy.
- Lead on trialling and implementation of new charity services and programmes.
- Lead monitoring, evaluation and impact work for the Programme. Working with the Development team on timely and quality reporting. Sharing learnings and embedding them throughout the organisation.
- Implement best practices whilst managing appropriate levels of risk and safeguarding across all Employability Programme functions.
- Lead development of Programme partnership relationships, especially referral and placement partners.
- Work with Finance Manager, oversee resource purchasing, develop and manage programme budgets in line with funding and Foundation reporting.
- Work with the Development Team to seek out and pursue funding for survivor for programming and new/continued service delivery.
- Identify roles and responsibilities that could be delegated to volunteers to maximise their support.

Policy

- Seek out learnings and updates on the MSHT sector to be shared throughout the team and the organisation.
- Feed these learnings into Policy & Advocacy work developing under the new organisational strategy.
- Ensure Programme adaptation and new services sufficiently contextualised within sector updated and learnings.
- Build and maintain strong partnerships across the wider Anti-Slavery networks, including NGOs, referral partners, educational institutes etc.

Leadership

- Lead and manage Programme team, including regional Programme Coordinators. Provide day-to-day line management of the talented team, as well as pastoral support, mentoring, and development. Manage and lead the teams current and new workstreams.
- Manage Programme budgets, including allocation and purchasing of resources, feeding into annual organisational and bid budgeting processes.
- Play key role within small, dynamic, and collaborative leadership team alongside CEO and Head of Operations. Feeding into and contributing to organisational and strategic decision-making. Contribute alongside Exec Team to Board reporting.
- Close collaboration with Head of Operations on learning and development related to Programme and integration of survivor empowerment into service delivery.
- Ensure a personal, professional, and departmental commitment to continuous improvement.
- Represent Sophie Hayes Foundation with colleagues at meetings and events with external stakeholders. This may include deputising for other senior colleagues.
- Act as Designated Safeguarding Officer; Manage individual safeguarding cases including making decisions and referrals to external agencies about them, managing records, keep updated with safeguarding law, best practice and of emerging trends and themes in safeguarding, contribute to the broader safeguarding work e.g. policy.
- Other duties which may arise under the implementation of the new strategy, as directed by the CEO.

Skills & behaviours

- Significant experience of successful programme delivery and management and people management in the UK charitable sector.
- Educated to degree level or equivalent, or the ability to demonstrate competence through experience.

- Ability to develop programme strategies and translate them into plans and budgets for all aspects of
- Experience with managing and reviewing risk
- Skilled in cross cultural management.
- Commitment to empowering women survivors of modern slavery
- Experience of working with vulnerable groups
- Experience of proactively researching and engaging current and prospective partners.
- Organised, detail orientated with experience of working to, and meeting KPI's
- Outstanding communication skills and the ability to tailor written and verbal content and style to a range of audiences.
- Ability to work under pressure and deliver outcomes to tight deadlines.
- Ability to work on own initiative as well as a key member of a team.
- Flexible and proactive approach, with an enthusiasm and drive to make things happen.

How To Apply

Please send your CV and a covering letter explaining why you are applying for this role to recruitment@sophiehayesfoundation.org.

The closing date for applications is Sunday 12 January 2025 at 23:59.

Interviews: To be held 15th and 16th January 2025

The people that we work with come from all over the world and have a wide variety of beliefs, experiences, backgrounds. We are committed to sharing in and reflecting this rich diversity amongst our staff, volunteers and trustees and would strongly encourage applicants from minority and under-represented groups and from those with lived experience.

Additionally, all candidates must provide **proof of the right to work in the UK** during the interview process.

Thank you for your interest in Sophie Hayes Foundation!