

## **Application Pack - Project Manager**

### **About the role**

We are looking for an innovative and collaborative Project Manager, who is energised by the possibility of creating systemic change to address the lack of representation of survivors of human trafficking working within the advice sector. We are proposing to offer people with lived experience of trafficking/modern slavery and migration an opportunity to gain substantial paid experience and relevant training in the advice sector, in the form of 'an apprenticeship', with the ultimate goal of creating a sustainable route to employment into the sector in the longer term. We also hope that this programme will model a potential new pathway to increase representation of those with lived experience of trafficking and modern slavery in paid employment within the wider advice sector and the anti-trafficking sector more generally. If you are committed to ensuring that those with lived experience of trafficking / modern slavery are able to work within the advice sector, have an interest in/experience of co-production and want to have a significant impact by helping ATLEU to deliver this project we would love to hear from you.

This is a part-time role (21 hours per week). It is an exciting role, offering opportunities for growth and development, through working across a number of different workstreams and with strong partners, designed to deliver significant change for survivors of trafficking. Initial funding for the project will be for 2 years but funding could be available for another 7 years.

We are looking for candidates who are intelligent, resilient, exceptional communicators and passionate about ATLEU's mission and values. We are committed to promoting equality of opportunity and we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We particularly welcome applicants from those who are significantly underrepresented in our sector, such as individuals from Black, Asian and Minority Ethnic communities.

## About ATLEU

**Our vision** is a fair and free society in which no one is enslaved or exploited.

**Our mission** is to secure safety and justice for survivors of trafficking by using and reforming the law.

**Our strategic priorities** are:

1. To increase provision of high quality, holistic, legal support to survivors of trafficking most in need
2. To improve protections for survivors of trafficking through strategic litigation, campaigning and lobbying
3. To develop ATLEU as a model of excellence and good practice, and through strong external relationships strengthen the capacity of others to meet trafficked survivors' needs
4. To invest in ATLEU's people and build a culture of resilience
5. To diversify ATLEU's income streams, build capacity and drive efficiency

**Our values** are integral to who we are, what we do and how we do it.

- ***There is always another way***  
We are persistent, resourceful and creative in our approach. We do the hard work to make justice accessible. We don't give up in the fight for fairness and freedom.
- ***We make the time. We listen. We hear***  
We take the time to really listen to our clients and colleagues. We want to restore autonomy and agency from where it was stolen. We give advice, not tell you what to do. If you fight, we fight. Our clients' needs come first.
- ***Knowledge is for sharing.***  
We lead the way in our knowledge and expertise of reforming the law. The strength of our team comes from our willingness to collaborate and share. We put our work before pride and always ask for help. Power of our knowledge comes through sharing it with others to secure justice and reform the law.

**Our approach** is to create lasting positive change for all survivors of trafficking through:

- legal casework
- strategic litigation

- capacity building, to strengthen the sector's response to trafficking and slavery, specifically, legal capability training, second-tier advice and sharing legal information and resources
- policy, research and campaigns.

We are committed to an anti-racist approach which includes understanding and tackling structural racism. We recognise that race plays a major role in immigration and modern slavery policy and practice and in the way that support and advice services are designed and delivered. We are committed to amplifying the voice of survivors of trafficking and slavery within ATLEU and the wider sector and to working to ensure that people with lived experience are partners in bringing the change needed. We are committed to tackling climate change. Modern slavery actively contributes to environmental harm, whilst environmental degradation is a driver of migration which leaves people at risk of exploitation. These are key themes of our work and we are looking for a candidate who believes in our approach and will live our values.

## Employment Information

<b>Job Title:</b>	Project Manager
<b>Job Term:</b>	Permanent
<b>Location:</b>	London SE1
<b>Hours:</b>	Part-time (21 hours per week)
<b>Salary:</b>	£38,480 to £42,540 (pro rata).
<b>Pension:</b>	7% pension contribution
<b>Leave:</b>	33 days pro rata (including public holidays)
<b>Probation period:</b>	6 month probation period
<b>Reports to:</b>	ATLEU Director

## **JOB DESCRIPTION**

### **Project Manager**

#### **Objectives of the post**

To lead the project management of an innovative pilot programme which will offer two people with lived experience of trafficking and modern slavery an opportunity to gain substantial paid experience and relevant training in the advice sector, in the form of 'an apprenticeship', with the ultimate goal of creating a sustainable route to employment into the sector in the longer term. Our aim is for this programme to model a potential new employment pathway to increase representation of those with lived experience in paid employment within both the advice and anti-trafficking sectors.

The project will include several distinct elements:

1. Strengthening ATLEU and partners' organisational capacity as lived experience advice sector employers.
2. Piloting advice apprenticeships for those with lived experience of migration and trafficking/slavery - designing and delivering an inclusive supported recruitment process, a training and mentoring programme, learning on the job in a casework role, work placement in a by and for/community organisation and support with career progression.
3. Collaborative and lived-experience informed partnership management and development, including the development of a project proposal for multi-year funding.
4. Monitoring, evaluation and learning from the pilot project.
5. Sharing learning to strengthen the sector and influence policy change.

The Project Manager will be responsible for leading this project under the supervision of the ATLEU Director.

#### **Primary duties and responsibilities**

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role.

##### **1. Project Management**

- Develop and manage a comprehensive project plan, outlining key milestones, deliverables and resource requirements, ensuring the delivery of the overall project
- Drive and oversee project delivery, ensuring objectives are clearly defined and met within established time, cost and quality parameters.
- Track and report on project progress to internal and external stakeholders via meetings, written reports and presentations, providing insights into project success and identifying areas for improvement.
- Produce and maintain comprehensive project documentation to ensure transparency and consistency.

- Identify, assess and manage project risks proactively, ensuring there are contingency plans in place to address potential barriers.
- Respond to ongoing changes of the project design, based on continued learning as the pilot is delivered.
- Manage the project budget efficiently, ensuring the cost-effective use of resources to meet project goals.
- Be a focal point for the project for external organisations, partners and staff, dealing with queries, taking day to day responsibility for issues that arise and liaising with others as necessary to ensure they are resolved.

## **2. Partner and Relationship Development and Management**

- Ensure that key elements of the project involve and are informed by ATLEU's lived experience group in the following ways:
- Build and manage strong partnerships with all external project stakeholders including delivery partners.
- Ensure that the views of by and for /community organisation partners are included and inform:
  - the design of the recruitment and apprenticeship programme,
  - the development of trauma-informed and inclusive HR policies and practice,
  - the learning, insights and recommendations from the project pilot, and
  - the shape of the longer-term project.
- Work closely and hold strong relationships with internal partners including ATLEU's Activism and Engagement Manager, the Head of Operations and HR Manager, and the Legal Practice team to ensure alignment and a streamlined approach.
- Ensure clear understanding of roles and responsibilities among all project stakeholders.
- Work with ATLEU's Director and Fundraising Manager to manage and nurture the relationship with the project funder, including providing tailored reporting and communications, and monitoring adherence with the grant agreement.

## **3. Monitoring, Evaluation and Research**

- Implement continuous improvement practices to enhance project outcomes and organisational learning, adjusting processes as needed.
- Work with the Operations and Projects Coordinator to manage data collection and monitoring processes and ensure monitoring and evaluation is embedded into delivery.
- Respond to feedback and design input from partners and participants of the pilot.
- Document learning from the project to inform further research and research questions.
- Design creative methods to share the knowledge gained from ongoing delivery with sector partners and businesses, to ensure the impact of the project is widespread.

- Contribute to the creation of a multi-year delivery proposal, based on learning from the pilot project.

#### **4. General duties**

- Contribute to modelling and strengthening our organisational culture
- Undertake other tasks appropriate to the role as requested by senior management.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

## **PERSON SPECIFICATION**

### **Experience and Knowledge**

#### **Essential**

- Minimum of three years' project management, with a successful track record in managing complex, multi-layered projects.
- Experience of managing partnerships / key external relationships

#### **Desirable**

- Knowledge of co-production/community engagement approaches
- Practical experience of supporting survivors of trafficking/modern slavery
- Experience of working in the human rights / advice charitable sector
- Experience of managing grant funded projects

### **Skills and Abilities**

#### **Essential**

- Excellent project management skills, including the ability to manage budgets, timelines, and deliverables, and assess and manage project risks;
- A proactive approach to addressing potential project challenges and problem solving with the ability to think creatively and under pressure.
- Excellent organisational skills and able to keep track of multiple workstreams and to manage competing priorities in a fast-paced environment.
- Proven success in building strong relationships with a wide range of stakeholders, and able to build strong interpersonal skills with colleagues and partners.
- Resilient, remains calm and thrives under pressure
- Able to work independently, prioritise tasks and ensure they are concluded successfully within relevant deadlines
- High level of computer literacy and comfortable learning new systems and applications
- Intelligent and highly motivated and accustomed to taking decisions and having a high level of personal accountability
- Strong written and verbal communication skills
- Adaptable and flexible, able to bring a flexible and proactive approach when developing a new project
- Willing to support colleagues in a small team in a charity.

### **Personal Qualities**

#### **Essential**



- To be motivated by and committed to ATLEU's mission and values.
- Able to work effectively alone, but enjoy being part of a small and dynamic team;
- To be willing to work outside normal working hours in times of pressure that may occur from time to time.
- To be sensitive to ATLEU clients' needs and handle confidential information appropriately
- To have the right to work in the UK

## Application Process

To apply please email your CV, a covering letter, and an Equality and Diversity Monitoring Form to Caroline Forster, Head of Operations, at [recruitment@atleu.org.uk](mailto:recruitment@atleu.org.uk)

Please quote “**Job Ref: 2025/Project Manager**” in the subject of your email.

**The deadline for applications is 12 noon on Monday 3<sup>rd</sup> March 2025.**

Applications received after this time will not be considered.

Please ensure that the cover letter:

- sets out why you wish to work for ATLEU
- addresses the criteria contained in the Person Specification
- demonstrates your competency for the role

Please ensure that we have a contact telephone number or email address so that we are able to contact you easily and in confidence.

Candidates shortlisted for interview will be advised by close of business on Thursday 6th March 2025.

**Interviews will be held during the week beginning 17<sup>th</sup> March 2025.**

Further information about this role can be found here: <https://www.atleu.org.uk/join-us>

*All information contained within the application pack is provided for information only and does not form part of an employment contract or job offer.*