

# SOPHIE HAYES

F O U N D A T I O N 

Sustainable freedom from human trafficking

## Candidate Pack

## Programme Coordinator



Dear Candidate,

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

With an estimated 130,000 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.

## Programme Coordinator

Salary:	£26,000 per year (pro rata £13,000)
Benefits:	<p>3% contributions to pension scheme of your choice</p> <p>24 days holiday pro rata (plus bank holidays)</p> <p>Additional holiday between Christmas Day and New Year</p> <p>£1000 London weighting (pro rata)</p> <p>Wellbeing support including quarterly 121's with an accredited counsellor</p> <p>Health Sheild - Employee Benefit Scheme</p>
Contract type:	Part-time, 2.5 days per week. 6-month fixed-term contract with possibility for future extension dependant on available funding.
Location	Hybrid (London office and remote/from home)
Reports to	Head of Programmes

## Job Description

### About the Job

It is an important time at the 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 – with soaring numbers of referrals to the NRM and thousands more victims living in fear of a hostile environment, this has never been more important than now.

At the heart of Sophie Hayes Foundation's work will be the support to and empowerment of survivors of modern slavery and human trafficking, this role is critical to survivor's journeys to sustainable freedom.

Alongside a small, friendly, and dedicated team, you will coordinate and deliver the Foundation's programmes for survivors of modern slavery, including our flagship Employability Programme and our brand-new Conversational English for Independence course.

### About You

This role would suit someone looking for part-time and flexible work, in an enthusiastic and motivated team.

You may have prior experience as an English language teacher, caseworker, or charity programme coordinator or manager.

We would love a team member who is organised, efficient, reliable, empathetic, and ready to get stuck in helping across our range of survivor services.

We welcome applications from individuals with a range of skills and experience drawn from their professional and personal lives, including those who may have lived experience of modern slavery, human trafficking, and exploitation. We are happy to discuss adaptations to the role and the recruitment process.

If you find this role exciting and feel you have some but not all of the skills needed, please do reach out for a conversation.

### What You'll Do

- Coordinate the Foundation's new English language support programme for survivors.
- Work closely with referral partners to bring participants into the programme.

- Deliver content of the English language classes.
- Work closely with volunteers and partners to support course delivery.
- Monitor and evaluate course content.
- Manage all logistics of course delivery, including survivors have equipment to access the programme online.
- Engage and communicate with survivors outside of the programme to reduce barriers to course participation, and facilitate their interaction with CREW (Creative Resilient Empowered Women) our survivor led network, during and after programme completion.
- Support Programme team with delivery of Employability Programme online modules.
- Update information held on our internal management systems, like our database and accounting software.
- Support development of lived and learned experience co-design at Sophie Hayes Foundation, feeding lived experience into new work areas, feeding ideas and input meaningfully into the team.

### How to Apply

If you are interested in this role, we'd love to hear from you!

Please send over to [recruitment@sophiehayesfoundation.org](mailto:recruitment@sophiehayesfoundation.org) a CV with a short statement explaining why you would like to work for Sophie Hayes Foundation, and what you would bring to the role.

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.

Important note: We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of their race, sex, disability, religion/belief, sexual orientation, or age. However, this post is open to **female applicants only** as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 20.

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

**Closing date:** Midnight Monday 4<sup>th</sup> November 2024.