

Helen Bamber Foundation

working with survivors of human cruelty



Job Title:	Hike for Freedom Project Coordinator
Working hours:	Full time, Monday - Friday. You will be required to lead on weekend training walks to be claimed as time in lieu.
Location:	Helen Bamber Foundation office, Camden (2 days/week) / TRIBE Freedom Foundation office, Shoreditch (3 days/week)
Salary:	£30,000
Benefits:	27 days holiday plus 4% matched pension contribution
Reporting to:	The Project Coordinator will be hired by the Helen Bamber Foundation and will be seconded to TRIBE Freedom Foundation for three days a week.

The Helen Bamber Foundation (HBF) is a pioneering Human Rights charity supporting refugees and asylum seekers who are the survivors of extreme human cruelty. The people we work with have been subjected to atrocities including state-sponsored torture, human trafficking, religious and political persecution, forced labour, sexual exploitation, and gender-based and 'honour-based' violence. Recognising the complexity of each client's suffering and needs, HBF offers specialist services within a Model of Integrated Care encompassing:

- ❖ THERAPY
- ❖ MEDICAL ADVICE
- ❖ LEGAL PROTECTION
- ❖ COUNTER-TRAFFICKING SUPPORT
- ❖ HOUSING & WELFARE
- ❖ COMMUNITY & INTEGRATION

HBF exists to ensure that *all* survivors of trafficking and torture are free and healthy (both physically and mentally), are safe, are protected from re-victimisation, detention and poverty, and have the ability and agency to integrate in and contribute to the communities around them. HBF also uses its unique expertise to drive change and improve practice and policy for all survivors.

We are innovative, ambitious and compassionate. The bravery and resilience of our clients is an inspiration to all the team at HBF. In the words of our Founder:

'We find our reward in the eyes of those to whom we owe nothing.'

Helen Bamber, OBE (1925-2014)

TRIBE Freedom Foundation (TFF) is the charity inspired by a 1,000-mile run to set up the first home for trafficked children in the UK. Today, we work to fight modern slavery across the UK, by raising awareness, providing funding and support for frontline projects to fight modern slavery and working on projects to equip survivors with the long-term services to overcome their previous exploitation. Together, we aim to empower communities to create an impact.

We work closely alongside our partners at TRIBE Nutrition and The TRIBE x HBF Hike for Freedom Project builds on extensive experience delivering tangible impact to peoples' lives through community events attended by 80,000 everyday athletes and adventurers. We challenge our community to push the limits and create an impact with epic challenges such as Run for Love!

Building on our work with the TRIBE community to date, we believe that TRIBE Freedom Foundation can deliver even greater impact through a structured fitness and wellness programme (alongside project partners) for trafficking victims in the UK.

HBF and TFF are equal opportunities and Living Wage employers. We are committed to attracting and recruiting diverse candidates as it's important that our trustees, staff, ambassadors and volunteers reflect the communities we serve at every level within the organisation.

Purpose of the role:

Following the hugely successful TRIBE x HBF Hike for Freedom in 2019, the TFF and HBF are developing a fitness and wellness programme to be delivered to survivors of trafficking, exploitation and extreme human cruelty across London and the UK. The programme will focus on the benefits of fitness and exploring nature for the wellbeing and confidence of survivors and culminate in a Hike for Freedom in September 2020. The *Key workstreams* are:

- Monthly training walks - To deliver a programme of monthly hikes for the core hiking group at Helen Bamber Foundation
- Hike for Freedom Challenge - To oversee event delivery by our event partners and engage the anti-slavery sector to take part in the challenge.
- Develop and trial an expansion programme of satellite fitness activities and local hiking groups – working with three other charity project partners to set up local hiking groups and other fitness opportunities for the clients, with support from client mentees.
- Fundraising and partnerships - To manage high value partnerships with key outdoor clothing brands (last year we worked with Patagonia and BAM!) and to secure sustainable funding for the project, alongside the TRIBE Freedom Foundation team.

Main Duties & Responsibilities

To lead on the coordination and delivery of the TRIBE Hike for Freedom project, including (but not limited to):

Core Hiking group services

- Plan, coordinate and deliver monthly training walks for the core hiking group (1x monthly weekend walk)
- Provide a support and encouragement to all participants: listening and supporting them with their concerns, checking in with how they are feeling throughout the project, being a listening ear and trusted presence
- Liaise with the relevant staff at HBF to ensure that involvement in the TRIBE Hike for Freedom project is managed alongside the agreed Client Care Plans.
- Act as a point of contact between clients and other HBF staff on areas of concern or ad hoc queries from clients as they arise.
- Have an overview of each client's progress in line with the agreed Client Care Plan
- Respect client confidentiality at all times in line with HBF's confidentiality agreements and consent forms.
- Ensure accurate and timely record-keeping of client data in CMS and participate in gathering data when required for monitoring and evaluation in line with project KPIs.
- Attend TRIBE Freedom Foundation and HBF's staff training days, meetings and any departmental meetings when required.

Volunteer Management

- Lead on volunteer recruitment, across TRIBE Freedom Foundation and HBF communities to ensure that sufficient numbers of volunteers are in place to support on training walks and other satellite services.
- Oversee volunteer training and safeguarding, with support from HBF Volunteer Coordinator

Partnerships and Funding

- Lead on the development of new partnerships to secure funding and 'Value in Kind' partners for suitable kit for survivors to take part in TRIBE Hike for Freedom training walks.
- Lead on partnership events and communications of project outcomes.
- Attract long-term funding from Corporates and Foundations, particularly those with a remit to promote the benefits of physical exercise for vulnerable groups.

Satellite fitness services

- Pilot at least two monthly sessions with 'satellite project partners' including local hikes, boxing, meditation, yoga, other activities.
- Engage community volunteers and Hiking group mentors with satellite fitness services to help clients to develop core leadership skills.

The first Hike for Freedom training phase will culminate with an epic (UK based) final hike in September 2020 for up to 750 people. The challenge will engage the whole TRIBE community with anti-trafficking charities from across the UK to increase awareness of the cause. It will be an event open to the whole UK anti-trafficking community and will bring participants from the satellite groups together for a celebration of their achievements!

Hike for Freedom: Final Challenge

- Support participants from across the Hike for Freedom training programme to work towards completing the Final Challenge.
- Lead on The Final Challenge event management with support from TRIBE Freedom Foundation and TRIBE marketing team.
- Manage partnerships with UK anti-trafficking charities who will attend the hike.

Person Specification

Essential Knowledge, Skills & Experience

General:

- The ability to work independently. Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively.
- Accuracy and excellent attention to detail.
- Excellent communication and presentation skills with the ability to negotiate and advocate to achieve a positive outcome
- Excellent interpersonal skills and a good team player with an ability to work in a fast-paced environment and seize opportunities.
- Computer literate and able to use Microsoft packages and databases
- Educated to a degree level or equivalent experience
- A positive, 'can-do' attitude and willingness to assist where and when needed
- Experience of, and a passion for, the outdoors, hiking, adventure and fitness!

Working with vulnerable people

- A minimum of three years' experience of working with vulnerable individuals.
- To have experience of working with clients from a range of cultural backgrounds.
- To have demonstrable interest in the psychological impact of trauma and understanding of how to work with survivors.
- A clear understanding of issues surrounding client confidentiality and data protection including maintain accurate records and safeguarding
- Understanding and commitment to Equality and Diversity in the workplace and in relation to working with vulnerable clients.

Desirable Knowledge, Skills & Experience

- Experience of therapeutic support services
- Experience of working with and managing volunteers
- Experience leading groups in the outdoors
- Experienced, Qualified First Aider

Please note that the successful candidate will be offered the job subject to suitable references and a DBS check.

Please submit an up to date CV and covering letter by 8 am on Monday 9th March outlining your relevant skills and experience, as well as how your previous experience matches the listed responsibilities and person specification to jobs@helenbamber.org. Shortlisted candidates should be available for interview with TRIBE Freedom Foundation and HBF on the 17th and 18th March.