

JOB DESCRIPTION – MS-COS Community of Practice Fellow

Job title: MS-COS Community of Practice Fellow	Contract: Fixed term contract for 8 months /Part time 4 days per week (30 hours per week)
Salary: £33,000 per Annum ProRata	Location: Camden, Central London
Report to: Director of Counter-Trafficking & Publications	Benefit: 27 days holiday plus 4% matched pension contribution

The Helen Bamber Foundation (HBF) is a specialist UK charity which provides expert care and support for refugees and people seeking asylum who have experienced extreme human cruelty such as torture or human trafficking. We work with hundreds of clients every year from all over the world. HBF delivers a specialist Model of Integrated Care that addresses the complex needs and vulnerabilities of survivors. Through the Model of Integrated Care, the HBF offers survivors access to an individually tailored programme of specialist psychological care and medical advisory services, legal protection including providing expert medico-legal documentation, welfare and housing support, and creative and skills activities within an integration programme. Where someone is a survivor of human trafficking, they benefit from HBF's counter-trafficking programme of support. The Foundation's expertise is renowned in the field.

The Community of Practice is part of a partnership project in which the Helen Bamber Foundation is working with a team of experts by experience and with academics at Kings College London, the University of East London and Nottingham University. The project seeks to standardise outcome measurement in the context of intervention evaluation and service monitoring and improvement by developing a core outcome set (COS). A COS is a small set of outcomes that is measured as a minimum standard by all studies evaluating the impact/effectiveness of programmes and services. Use of a COS means results of studies are easier to compare, which helps decision makers work out which services and interventions to fund. The process of developing a COS seeks to draw on the views of, and develop consensus between different stakeholder groups, meaning the outcomes included in a COS are relevant and important to all constituencies. You can read more about the Modern Slavery Core Outcome Set project and team here: <https://www.mscos.co.uk/>

Founder: Helen Bamber OBE, DU (Essex)

President: Emma Thompson (DBE)

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A community of practice to support the project

This is an exciting opportunity to join both the Helen Bamber Foundation counter-trafficking team and the community of experts and academics involved in this unique project. As part of the project, we are looking to set up a Community of Practice (CoP). The post-holder will be based at the Helen Bamber Foundation.

A CoP is a group of people who share a common concern, a set of problems, or an interest in a topic and who come together to fulfil both individual and group goals. The goal of this group will be to think about enhancing evidence-based practice with the aim of improving the experience and outcomes for people with lived experience of modern slavery and/or trafficking. The post holder will be responsible for creating and facilitating the CoP.

The CoP will support the project by feeding in practice-based knowledge and views, but will have a broader remit in supporting and facilitating the flow of knowledge within and between research and practice in this field. Our ambition is for the COP and the Modern Slavery Core Outcome Set to be sustainable beyond the life of this particular project.

EQUAL OPPORTUNITIES

HBF is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation. We particularly welcome applications from Minority Ethnicities.

THE ROLE:

This post is suitable for an experienced practitioner from the anti-slavery, anti-trafficking, or other related fields).

An appreciation of the role of evidence in informing practice is a must for the post holder, however academic research experience is not a pre-requisite for this position. Of primary importance are excellent communication and stakeholder engagement skills as well as a proven ability to support and deliver communities of practice, learning networks or other professional interest groups.

The post holder will be experienced with different group facilitation methods and will be confident working as part of a multi-disciplinary team to deliver quality, timely work. This role would be a good fit for a professional looking for a secondment opportunity or for someone looking to build a profile relating to evidence-based practice and policy making.

The successful candidate will be employed by the Helen Bamber Foundation (HBF) which is a stakeholder in the MS-COS project and Community of Practice. The role is based within the HBF department and will be line managed and supported by the HBF Director of Counter-Trafficking and Publications, who also has a key role in the MS-COS project. The role will be integrated into HBF's counter-trafficking team and frontline counter-trafficking programme.

MAIN DUTIES & RESPONSIBILITIES:

Foster engagement among CoP members

- Identify and recruit relevant members to the CoP
- Facilitate timely, focused, targeted and crosscutting e-discussions and on/offline events and meetings.
- Engage with the research team, Modern Slavery Policy Evidence Centre and other stakeholders engaged in relevant practice or research endeavours within the field
- Support the development and implementation of relevant webinars and in-person events reflecting the interests of the CoP
- Find effective methods for engaging members who may prefer to engage in ways other than face to face

Set up and manage knowledge flows between research and practice

- Interact with and draw from existing internal and external networks focused on a range of related topics, including forms of domestic and transnational trafficking, asylum seekers, refugees and survivors of domestic, sexual and gender-based violence
- Stay connected to practice and research developments and keep the CoP updated on the latest news, thinking and findings on the topic
- Continually update relevant information on the study website and social media

- Produce regular and digestible targeted email communications to update and draw attention to opportunities for engagement to the CoP members, including, relevant discussions, queries, cross-cutting consultations, webinars, events
- Foster connections between members of the CoP, researchers and policy makers with a view to developing new 'spin off' projects to improve knowledge and practice
- Connect the CoP and its members to other networks and research groups to ensure the CoPs is not a stand-alone discussion forum, but is learning from and informing programmes and processes across the sector
- Work closely with the research and policy teams connected with the study to ensure that knowledge and insights from the CoP are brought to the table and appropriately prioritised
- Where appropriate attend stakeholder meetings organised as part of the study, with a view to capturing new knowledge

Produce knowledge products (briefing papers, blog post, short videos) relevant to the CoP and wider professional sector

- Prepare relevant knowledge products pulling from the CoP members' knowledge, experience and engagements including e-discussion summaries, FAQs, lessons learned overviews, guidance documents and case studies, for reference and use by the community members and beyond.

PERSON SPECIFICATION

EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:

Essential criteria;

- An undergraduate degree or equivalent qualification in a relevant field (psychology, sociology, criminology, public policy, law, international development). We will also consider candidates with at least five years of professional experience in lieu of academic qualifications

KNOWLEDGE AND EXPERIENCE:

Essential criteria;

- A minimum of three years of professional experience working within a sector providing support to vulnerable and marginalised groups of people
- A minimum of two years hands on experience working in stakeholder engagement and/or knowledge management capacities.
- Proven experience of involvement in initiatives to connect research and practice in a relevant field

Desirable criteria;

- Proven experience of setting up and/or running a CoP or learning network
- Experience of working in the anti-slavery or anti-trafficking sectors

COMMUNICATION:

Essential criteria;

- Excellent written and verbal communication skills
- Proven ability to communicate in appropriate ways with a range of stakeholder groups,
- Proven ability to facilitate and manage communication and engagement through a range of social media platforms and traditional mechanisms (e.g. email, newsletters)

LIAISING AND NETWORKING:

Essential criteria;

- Proven ability to build networks of professionals and/or people with lived experience of trauma and abuse

PLANNING AND ORGANISING:

Essential criteria;

- Ability to work within a team and department which has a strong emphasis on collegiate methods of working, regular supervision and team-based learning and information sharing.
- Ability to create forward plans and timeline and to report against these
- Ability to think and work flexibly based on team progress

TEAMWORK AND MOTIVATION:

Essential criteria;

- Ability to work as part of a multidisciplinary team
- Ability to contribute to and communicate a clear shared vision with a view to motivating others

Criteria tested by key:

A = Application form

C = Certification

I = Interview

T = Test

Please note that the successful candidate will be offered the job subject to suitable references and an enhanced DBS check. If appointed, you will be required to give your consent to HBF to receive regular updates on your criminal records status throughout your employment.

Please submit an up-to-date CV and covering letter by **04/07/ 2022, 9:00 am.** interview will be scheduled after 11/07/2022, Your application should outline your relevant skills and experience, as well as how your previous experience that matches the listed responsibilities and person specification to jobs@helenbamber.org.

Please state in your covering letter when you would be available to start the role. In setting the salary regard has been had to the NCJ payscales.

Interviews will be scheduled as soon as possible following closure of the role at our offices in central London. For any queries, please contact Rachel Witkin, Director of Countertrafficking at jobs@helenbamber.org

We regret that we can only respond to applicants who make it to the interview stage. No agencies.