

MS-COS Community of Practice Facilitator

JOB TITLE:	MS-COS Community of Practice Facilitator
LOCATION:	Helen Bamber Foundation Office - Camden, London (online/remote)
RESPONSIBLE TO:	Director of MSCOS Community of Practice
HOURS:	Temporary/Part-time (hours per week) 2.5 days remote/online, 6 months contract.
SALARY:	£33,000 per annum ProRata
BENEFITS:	27 days holiday (pro rata) plus 4% matched pension contribution

Background

The Helen Bamber Foundation (HBF) is a pioneering human rights charity supporting refugees and asylum seekers who are survivors of trafficking and torture. 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 advice; and community and 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.

Asylum Aid are part of the Helen Bamber Foundation Group and have over 3 decades worth of experience in representing survivors of torture, trafficking, and other forms of extreme human cruelty in their claims for international protection. We also have a strong history of successful policy and practice change, including through strategic litigation.

About the role

This is an exciting opportunity to work with the Helen Bamber Foundation which is currently hosting the Modern Slavery Core Outcome Set Community of Practice, as well as the partners

of the wider MSCOS study and Community of Practice project: Kings College London, Survivor Alliance, University of Nottingham Rights Lab and University of East London. You will also be working with the MSCOS Research Advisory Board, which is comprised of professionals with lived experience of modern slavery/human trafficking. The Community of Practice is engaged in continuous contact with anti-trafficking stakeholders across all fields of discipline, including survivors and survivor leaders, frontline practitioners, NGOs/civil society organisations, councils, authorities, government departments, academics and other experts whose work directly relates to the Modern Slavery Core Outcome Set.

The MSCOS Community of Practice is designed to share perspectives and connect anti-trafficking practice across the disciplines and geographical locations, in accordance with the 7 Core Outcomes of the MSCOS (see [mscos.online](https://www.mscos.online)). MSCOS Community of Practice requires maintenance and upkeep of the MSCOS website and discussion pages and resources; social media updates; regular email and pdf format MSCOS practice updates in a designed format for subscribers and all aspects of facilitation of online expert forums, as well as production of soundclouds and podcasts.

The MSCOS Community of Practice Facilitator will work alongside the Director of the MSCOS Community of Practice to support them by facilitating, co-ordinating and administering all aspects of the MSCOS Community of Practice. This includes overall responsibility for record keeping, data maintenance and monitoring and subscriber management and accounting and payroll for the MSCOS Research Advisory Board. They will be directed, and also contribute to the visual presentation and maintainance of the MSCOS Community of Practice social media and website communications, and the provision of well designed, visual practice updates. They will communicate effectively verbally and in writing with stakeholders from all backgrounds to promote wide engagement with the MSCOS project across the anti-trafficking sector. This includes co-ordination and technological facilitation of online expert forums and recording of podcasts and soundcloud.

This post is suitable for a person with proven experience in facilitation and administration of multi-stakeholder projects, who has experience, or a strong and demonstrable interest in the anti-slavery, anti-trafficking, or other related fields).

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 highly organised and self-motivated as well as being able to adapt to different team settings. They will be experienced with different group facilitation methods and will be equally confident working within the parameters of task-based instruction and using initiative to create and further develop the work of the MSCOS Community of Practice. 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. They will be supervised by, and report to, the Director of the MSCOS Community of Practice.

MAIN DUTIES & RESPONSIBILITIES:

Foster engagement among CoP members

- Maintain records and add to the existing stakeholder subscribers for the MSCOS Community of Practice.
- Maintain ongoing communications with stakeholders and subscribers, responding to all enquiries, emails, web subscription requests, feedback and presentation/speaking/meeting requests.
- Facilitate and administrate focused, targeted and crosscutting e-discussions, online forums and meetings as well as some in-person meetings and events.
- Engage with the wider MSCOS project partners and professionals from all MSCOS related fields in order to represent, to an excellent standard, the MSCOS Community of Practice and its host organisation, the Helen Bamber Foundation.
- Support the development and implementation of relevant webinars and in-person events reflecting the interests of the CoP
- Find effective methods for engaging members, adapting to and accommodating specific individual needs and helping to ensure equal access for those who may have vulnerabilities, difficulties or disabilities.
- Stay connected to updated practice and research developments in the anti-trafficking field, and keep the CoP updated on the latest news, thinking and findings on the topic. Research specific update and website items.
- Provide effective MSCOS Community of Practice updates on social media and the website.
- Working with content authored by the Director of the MSCOS Community of Practice, produce regular, 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 to support the development of 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 collaboratively with

the MSCOS project partners, in recognition of the connection between MSCOS Community of Practice and the MSCOS academic, evidence based research.

- Where appropriate attend stakeholder meetings organised as part of the study, with a view to capturing new knowledge and taking a detailed record.

PERSON SPECIFICATION

EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:

- 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:

- Excellent written and verbal communication skills, and the ability to communicate, and learn more about, communication with a wide range of stakeholders of all backgrounds.
- Ability to facilitate and manage communication and engagement through a range of social media platforms and traditional mechanisms (e.g. email, website, newsletters, practice updates)
- Proven skills of maintaining scrupulous, timely record keeping and data management.
- Ability to use Excel and Word,
- Experience in website design and maintenance
- Demonstrable experience in podcast and soundcloud recording and editing techniques.
- Experience in innovative use of social media.
- Experience of facilitation and sustained engagement with a Community of Practice or learning/sharing network
- Interest in working in the human rights/human trafficking sector.

HOW TO APPLY

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 Friday 29/09/2023 @9 am. 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.

we will interview on a rolling basis as this post is urgent. Please allow the standard deadline for applications.

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

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

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