



**Job Title:** Area Lead – Anti Human Trafficking & Modern Slavery (West Yorkshire)  
**Reporting to:** Contract Management Lead, CEO, Trustees  
**Direct Reports:** Project and Accommodation Support Workers and Volunteers  
**Salary:** £27,830 - £31,935.57  
**Hours:** 37.5 hours per week (Monday- Friday)  
**Location:** Based in West Yorkshire, with regular regional and occasional national Travel.

### **Job Purpose**

- Support and line-manage support workers to provide a high-quality front-line service to clients affected by Human Trafficking and Modern Slavery, ensuring that Ashiana's values, policies, and procedures are embedded into service delivery
- Receive referrals from relevant agencies and allocate cases to workers appropriately
- Oversee rota systems and ensure all aspects of the service are adequately covered
- To ensure good joint working practices are established and maintained with relevant parties.
- Attend partnership meetings and deputise for Contract Management Lead
- Assist the Contract Management Lead to develop new services in line with service user needs
- Ensure that service targets are met, and that internal and funder monitoring requirements are achieved

### **Key Responsibilities**

#### ***Leadership***

Implement Ashiana's Business Plan and ensure continuous improvement of the service.

- Liaise with key stakeholders in order to ensure that service users are referred to the project appropriately
- Establish and participate in relevant strategic and operational networks

- To oversee the management of risk within the team, including making decisions about accepting women to the project in accordance with Ashiana policies.
- Develop and maintain effective partnerships with local agencies delivering services for service users in order to enhance service delivery through signposting opportunities. This will include putting in place information sharing arrangements.
- To represent Ashiana at local, regional, and national level and to develop effective inter-agency working.
- Responsibility for maintaining standards of services to service users in line with Ashiana requirements, including the practical implementation of equal opportunities policies.
- To encourage the participation of service users in relevant decision making affecting the running of the project in line with the service user involvement practices.
- Responsibility for supporting and implementing Health and Safety guidelines in relation to support workers and service user's as far as is reasonably practical
- Responsibility for completing monitoring reports for Ashiana Board and other bodies as required.
- Manage the delivery team, ensuring they are working well as a team with a clear understanding of strategic goals and the associated tasks relevant to their respective roles.
- To have overall responsibility for the planning and monitoring of support worker workloads to ensure that the team meets targets.
- Support, direct and supervise project staff, which will include overseeing and monitoring performance and contributing to the identification of training needs.
- To participate in supervision and appraisal procedures and co-ordinate team training and development activities
- To manage and support the projects training and development element, including quality assurance of programmes as well as delivery where appropriate
- To manage and account for the project's finances including monitoring expenditure against budgets, banking, petty cash accounting and keeping such financial records as required
- To work in partnership with Ashiana CML and CEO to develop and deliver sustainability for the project

## Other Requirements

- To take part in any training relevant as determined by your line manager via supervision
- To work in accordance with Ashiana's Diversity Policy.
- To work in accordance with Ashiana's Health and Safety policy and associated procedures.
- Undertake any additional tasks as reasonably required as determined by your line manager
- To travel as required by the role
- To work within and promote the values and policies and procedures implemented by Ashiana and be involved in the development and review of policies and procedures as determined by the CML, CEO and Trustees.
- To undertake any duties and responsibilities as determined by Ashiana that may require working unsociable hours for example evenings and weekends. This includes being part of the out of office hour rota.

### Person Specification: Area Lead

#### EDUCATION & QUALIFICATION

ESSENTIAL
<ul style="list-style-type: none"><li>• Degree level in relevant field (i.e., Social Work, Community Development, Family, Youth and Community)</li><li>• Level 3 + Management Qualification or equivalent (i.e., ILM, CMI)</li></ul>

#### KNOWLEDGE

ESSENTIAL
<ul style="list-style-type: none"><li>• Relevant knowledge of UK and international laws and policies related to safeguarding adults and children</li><li>• Working knowledge of how to access professional networks in this or a related field of work</li><li>• Some knowledge of the health and social services sector.</li><li>• Knowledge of violence, abuse and oppression issues most prevalent in BAMER communities</li></ul>

**DESIRABLE**

- Knowledge of local authorities and government structures
- Knowledge of UK voluntary and community- based networks related to violence and abuse, including specialist BAMER networks and services
- Knowledge of database management
- Knowledge of Quality Standards suitable for charities
- A working knowledge of marketing and communications including

**EXPERIENCE**

**ESSENTIAL**

- Experience of working on violence issues to include domestic abuse, human trafficking, Forced Marriage, Female Genital Mutilation and Honour-Based Violence
- Experience of managing staff or volunteers including supervision, training & development of staff
- Operational management of services for women/ vulnerable people with complex needs
- Interagency working to facilitate engagement with service users and the delivery of integrated support
- Accurate maintenance of contractual working practices and procedures
- Ability to plan, develop, manage, monitor and account for team service delivery
- Experience of partnership working and development
- Experience in managing recruitment and selection procedures

**ABILITY/SKILLS**

**ESSENTIAL**

- Sensitivity to issues of women and children, race and religion, and commitment to ensuring equal opportunities in the best interest of every woman and child.
- Ability to participate in Ashiana out of hours on call system.
- Ability to undertake regular regional travel and occasional national travel, which may include occasional overnight, stays.
- Ability to support, motivate and manage individuals and teams
- Ability to produce monitoring reports and manage budgets
- Reliable and self-reliant with a service user centred approach
- Flexibility, imagination, and adaptability to meet the changing needs of the program me
- Effective communication skills with the ability to deal confidently with a wide range of tasks and handle problems coolly and positively
- PR and presentation skills
- Highly developed organisational skills Effective
- Team worker
- Commitment to working in a women centred way.
- Excellent written and verbal communication and interpersonal skills
- Strong IT, administrative and organisational skills