

**Project Officer internship  
The Independent Anti-Slavery Commissioner's  
Office**

**Apply before 1200 on Friday 26<sup>th</sup> March 2021**

**Salary**

£25,626 pa (pro rata £3,942.46)

**Contact Type**

Fixed Term

**Length of employment**

8 weeks (40 days)

**Working pattern**

Flexible

**Number of posts**

1

**Location**

The role is based at Globe House, 89 Eccleston Square, Victoria in London although due to existing and anticipated Covid-19 restrictions, it is more likely that the post holder will work remotely with regular contact and support from the Commissioner's office. Should the team return to Globe House, the post holder will work at the office, or remotely with infrequent travel to London, dependant on their location, domestic circumstances and needs of the role.

## About the Job

### Summary

The Independent Anti-Slavery Commissioner encourages good practice in the prevention, detection, investigation and prosecution of slavery and human trafficking offences, as well as in the identification and support of victims.

We are offering a unique opportunity to enjoy the benefits of a traditional internship i.e. learning with and from a small team of experienced, supportive colleagues, but on an 8 week fixed term paid contract basis. The purpose of the role is to deliver a specific survivor informed research project, likely to focus on exploring models for survivor engagement within anti-slavery work or examining barriers to sustainable independence for survivors of modern slavery in the UK. The title and detail of the project will be agreed dependant on the experience, knowledge and interests of the successful candidate.

The successful candidate will work to the Commissioner's Victims and Partnership policy lead. The post is advertised as an 8 week fixed term contract, but we are flexible as to how the hours are worked to accommodate the domestic circumstances of the chosen candidate.

Work related travel and any other reasonable costs (e.g. stationary) will be reimbursed. Whenever possible, work travel will be pre-paid.

The Commission will provide the successful candidate with a laptop and, if needed, home wi-fi access and a telephone for the duration of the internship. Additionally, if the role is primarily working from home due to COVID restrictions, we will support the candidate with temporary office furniture.

## **Job Description Project Officer Internship**

We are looking for a candidate who has lived experience as a survivor of modern slavery who, preferably, will have previously been through the National Referral Mechanism. This is important to inform the research projects outlined above.

### Key responsibilities

- Work closely with the Victims and Partnerships policy lead to plan the scope of the research project and identify key tasks
- Carry out desk based research and engage in discussions with key stakeholders (e.g. charities and third sector organisations, local authorities and the Home Office Modern Slavery Unit) in order to inform the specific research project
- Join the office (currently remote) weekly team meetings to provide an update on activity and remain current on work undertaken by other members of the team
- Join the Victims and Partnerships policy lead and other members of the team at meetings that may be relevant to the research project
- Share your thoughts and personal experience with the IASC team in relation to effectively engaging with survivors of slavery
- Share findings and recommendations with to the Independent Anti-Slavery Commissioner at the end of the internship period
- Produce a written paper outlining the key findings and recommendations of the research which may be published on the Independent Anti-Slavery Commissioner's website

### Essential criteria

- Can use Microsoft Word and Outlook applications
- Can conduct desk based research effectively to inform their work

- Can demonstrate good verbal and written communication skills and the ability to engage with members of the Independent Anti-Slavery Commissioner's team and with wider stakeholders across the anti-slavery sector
- Has the ability to produce a written report of findings from the research project and present this to the Independent Anti-Slavery Commissioner
- Understands the independent nature of the Independent Anti-Slavery Commissioner's role
- Has lived experience as a survivor of modern slavery and human trafficking

## Desirable criteria

- The successful candidate will have previously been through the National Referral Mechanism

## Benefits

We are committed to ensuring that the post holder gets maximum benefit from working with the Independent Anti-Slavery Commissioner's Office:

- Opportunity to work as part of a welcoming and dedicated team
- Learn from working closely with policy advisors from the Independent Anti-Slavery Commissioner's Office
- Experience of engaging with a range of organisations including colleagues from across government, the public sector and third sector
- Opportunity to produce a valuable piece of work intended to help improve outcomes for survivors of modern slavery
- Receive a written reference at the end of your internship from the Independent Anti-Slavery Commissioner

## Things you need to know

### Support to candidates

To support candidates who may want more information about the post or the work of the Commissioner before applying, we will hold

a series of informal online information sessions during the week beginning 15th March 2021 when colleagues from the office will be available to answer questions. If you wish to join an online session, please email April McCoig at [April.Mccoig@iasc.independent.gov.uk](mailto:April.Mccoig@iasc.independent.gov.uk).

### Security

Successful candidates must meet the security requirements before they can be appointed to be able to access Home Office systems, buildings and a laptop. The level of security needed is [counter-terrorism check](#).

People working with government assets must also complete [basic personal security standard checks](#).

The Independent Anti-Slavery Commissioner's office will support the successful candidate navigate the security checks.

### Selection process details

All candidates, selected for interview or not, will be advised of the sift decision as soon as possible after the closure date for applications.

Candidates selected for interview will be advised of the date and arrangements that, due to COVID 19 restrictions, will be conducted by video. The selection interview will focus on the candidates meeting the essential and desirable criteria.

### **Sift and interview dates**

The applications will be considered during the week beginning 29<sup>th</sup> March 2021.

Our intention is to hold interviews during the week beginning 19<sup>th</sup> April dependent on the availability and circumstances of candidates.

Dates may be subject to change.

### **Reasonable adjustments**

If a person with disabilities is at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you need a change to be made so that you can make your application, you should contact Ed Bateman at [edward.bateman@iasc.independent.gov.uk](mailto:edward.bateman@iasc.independent.gov.uk).

### **Feedback**

Feedback will only be provided if you attend an interview.

### **Nationality Requirements**

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

## Apply and further information

### Contact point for applicants:

Ed Bateman

Email: [edward.bateman@iasc.independent.gov.uk](mailto:edward.bateman@iasc.independent.gov.uk)

Telephone: 0300 0711141

April McCoig

Email: [April.mccoig@iasc.independent.gov.uk](mailto:April.mccoig@iasc.independent.gov.uk)

Candidates should apply for the post by submitting a CV and a statement of suitability (maximum word limit of 1000 words). The statement should include why you want to apply for the internship and your suitability for the post based on the essential and desirable criteria listed above.

The statement of suitability and CV should be attached to an email with a subject line of 'Application for IASC internship' and sent to [edward.bateman@iasc.independent.gov.uk](mailto:edward.bateman@iasc.independent.gov.uk) before midday on Friday 26<sup>th</sup> March 2021. Ideally, the email will include a telephone contact number.