**Job Description**

**Partnership Developer**

We are looking for an energised, self starter to join our small and experienced team. The role would suit someone who is passionate about developing multi-agency partnerships and mobilising local communities to collaborate towards slavery-free communities. The role is for a fixed term of 12 months and will continue beyond subject to funding. Hours are flexible with both office and home-based working. Periodic travelling within Essex will be required.

**Hours:** 15-20 per week, with flexible working pattern  
**Salary:** £30,000- £32,000 salary scale per annum, pro rata based on 37.5 hours/week   
**Start:** July – August 2024   
**Line Manager:** Antislavery Coordinator

**Job Description**

1. Support and develop the priorities of the established Antislavery Partnerships (AP) in Southend, Chelmsford and Colchester through:

* Working alongside established antislavery coordinators to stimulate multi-agency partnership work across the third sector, law enforcement and statutory bodies through:
  + Supporting and stimulating the AP quarterly meetings and overall objectives towards a slavery-free community
  + Developing creative awareness raising strategies which may include campaigns in partnership with local partners
  + Participating in a team of trainers to deliver awareness workshops to partners, community stakeholders, front-line responders and those who are vulnerable to modern slavery
  + Collaborating with partners to develop localised survivor care and community based support
  + Working with partners to stimulate community intelligence reporting and support disruption activities

1. Managing the Southend Against Modern Slavery Partnership Coordinator and Survivor Care Coordinator
2. Working with the Antislavery Coordinator in developing a new localised AP within Essex.
3. Developing the charities objectives through:
   1. Ensuring compliance with all funding requirements, including the provision of reports and statistics.
   2. Writing fundraising bids and reports
   3. Monitoring key performance indicators and implementing corrective action as required
4. Other responsibilities

* Regular progress reports to line-manager and trustees
* Ensure all policy obligations around health and safety, safeguarding, data protection and other matters are met
* Other duties as assigned (this document is an outline of the role and is not exhaustive)

**Person Specification: Partnership Coordinator**   
(R) = Required (D) = Desired

Character, personality and attitude

* A desire to see survivors of modern slavery supported and helped (R)
* Integrity and reliability (R)
* Relational, approachable and ability to work and flourish under pressure (R)
* Similar values to those of The Together Free Foundation (R)

Skills and Abilities

* Evidencing people-centred leadership and the ability to build excellent relationships with people of varying ages, backgrounds and cultures (R)
* Ability to network and engage partners in completing common tasks (R)
* Excellent verbal communication and ability to facilitate training workshops (R)
* Ability to monitor expenditure and keep clear written records (R)

Qualifications and Experience

* Training or undergraduate degree in community organising, development, social work or other transferable skills (R)
* Familiarity with modern slavery legislation, or ability to attain relevant knowledge within probationary period. For example, the National Referral Mechanism and other governmental procedures in place to respond to possible victims of trafficking (R)
* Computer literacy and familiarity with Microsoft Office or similar programs (R)
* Experience of working with a wide-range of organisations including third sector and statutory organisations (D)
* Experience of working with volunteers (D)

Other

* Able to work hours flexibly across split shifts, with occasional weekends and evenings as needed (R)
* An enhanced DBS check and two references will be required for the post (R)
* Some remote working and some office working (R)
* Over 18 years of age (R)
* A driving licence (R)
* Support of wider activities of the charity, capacity dependent (D)