

Lived Experience Engagement Coordinator (Maternity Cover)

Salary: Up to £33,000 (pro rata) depending on experience
Location: Remote/Russell Square, London (hybrid)
Term: Fixed term until 31 March 2024 (with the possibility of extending to July 2024)
Reports to: Lived Experience Engagement Manager
Hours: 22.5 hours per week (3 days per week/ 60% FTE). We can offer flexible working arrangements with the caveat that Wednesday is a set working day.

The Modern Slavery and Human Rights Policy and Evidence Centre (“the Modern Slavery PEC”, “the Centre”), part of the British Institute of International and Comparative Law (BIICL) has an exciting opportunity to join our team on a temporary maternity cover basis as a Lived Experience Coordinator. The successful candidate will play an important part in supporting the development of the Centre’s survivor engagement work.

The successful candidate will hold lived experience of modern slavery and/or trafficking and have an understanding of modern slavery in the UK. They will support the Centre’s Lived Experience Engagement Manager in day-to-day administration of the Centre’s Lived Experience Advisory Panel (the Panel) which is made up of 6 lived experience experts. The goal of the Panel is to involve people with lived experience in the Centre’s work, making sure that they have meaningful input across all areas of the Modern Slavery PEC’s work.

With support from the Lived Experience Engagement Manager, the Lived Experience Engagement Coordinator will be expected to liaise closely with the members of the Panel, ensuring that they are supported to carry out various tasks in collaboration with the Modern Slavery PEC team. In this role you will be expected to produce papers for the meetings, including agendas, guidance and Lived Experience Advisory Panel planning documents, and will be asked to review concept notes and other materials provided by the Modern Slavery PEC team which will support the work of the Panel. You will also hold responsibility for organising Teams invites, capturing meeting minutes, and responding to enquiries which fall under the Lived Experience Engagement Team. You may also be required to assist with timesheets and budgeting tasks. The Modern Slavery PEC works with a variety of external organisations and government offices (for example the Home Office) and ideally the successful candidate would feel comfortable interacting with these stakeholders.

A part of the successful candidate’s role will be to support the running of a Working Group of Survivor-Engaged Organisations. This Working Group brings together a number of UK-based survivor support organisations who advise the Modern Slavery PEC in key areas of its work that involve engaging with people who have lived experience of modern slavery. The group holds quarterly meetings which you will be expected to provide administrative support for and attend.

Applicants should have lived experience of modern slavery either in the UK or overseas and the right to work in the UK. By applying for this role, you are confirming that you are an individual with lived experience of modern slavery. However, the Modern Slavery PEC will not ask any applicants to disclose or prove their lived experience of modern slavery.

We would ideally expect the successful candidate to come to the office - located in Russell Square, London - for one day per week – and we would expect there to be additional travel where necessary to support the aims of the role and the Modern Slavery PEC. We can however be flexible for the successful candidate where necessary, and any flexible requirements won't impact on the selection process. Travel to the office is expected to be covered by the post holder and unfortunately cannot be reimbursed for tax reasons.

Background

- The Modern Slavery and Human Rights Policy and Evidence Centre was created by the investment of public funding to enhance understanding of modern slavery and transform the effectiveness of law and policies designed to overcome it. Commissioning high quality research is at the heart of the Centre's work and, and we aim to bring together academics, policymakers, businesses, civil society, survivors and the public on a scale not seen before in the UK to collaborate on solving this global challenge.
- The Centre is a partnership of six academic organisations led by the Bingham Centre for the Rule of Law (part of the British Institute of International and Comparative Law (BIICL)) and is funded by the Arts and Humanities Research Council (AHRC) on behalf of UK Research and Innovation (UKRI). Read more about the Modern Slavery PEC at www.modernslaverypec.org.
- The Centre's [Strategy](#), 2021-2024 sets out more detail about our overall objectives and how we work.

About you

This role is open to people with no formal experience in an office environment, but who can demonstrate transferable skills to be able to carry out the role. This is an exciting opportunity to join the PEC team and use your skills and knowledge of modern slavery. We are looking for somebody who is passionate about including survivor voice in the sector as you will be including the expertise of people with lived experience into initiatives designed to support them. We will offer internal training and development to the successful candidate. We ask that applicants:

- Are able to work independently as well as of part of a highly collaborative team
- Have a good level of English, both written and verbal, and an ability to communicate effectively
- Are able to prioritise tasks and manage your time efficiently and effectively to meet deadlines
- Have a positive 'can-do' attitude
- Have experience in the following programs: Microsoft Word, PowerPoint, Outlook and Teams
- Are able to prepare different types of materials such as emails, meeting invites, papers for meetings, presentation slides and timesheets
- Are comfortable liaising with a variety of different people in and outside of the Centre, including government offices, and can work sensitively with a diverse range of people

- The Modern Slavery PEC is committed to being inclusive and diverse and particularly encourages applications from women, people with disabilities, black, Asian, and minority ethnic applicants, LGBT+ applicants and other minorities, as well as those who have been directly affected by modern-day slavery. The Centre is committed to being a values-based organisation and, in the spirit of our values, we commit to proactively challenge bias and offer a fair and equitable recruitment process for all applicants.

The Role

The main responsibilities of the role are:

- To work under the supervision and guidance of the Lived Experience Manager in developing and supporting the Centre's work with people with lived experience of modern slavery
- To act as first point of contact and secretary to the Lived Experience Advisory Panel, offering day-to-day administrative support
- To oversee the administration of the Lived Experience Engagement Team's work. As well as overseeing the set up and administration of meetings (e.g. creating agendas and papers, and note taking during the meeting) you will help the Lived Experience Advisory Panel members to complete timesheets, check that work is undertaken within the budget (working alongside the Finance and Administration Manager) and support on other relevant one-off pieces of work.
- To act as a point of contact for the Working Group of Survivor-Engaged Organisations, which will include setting up meetings, preparing, reviewing and sharing papers, taking notes of the meetings, and communicating with members to help with any questions they may have
- To provide administrative support for any relevant lived experience recruitment and selection processes that may take place including liaising with HR, helping to prepare and review documents, answering questions and setting up interviews
- To undertake any other reasonable duties as requested by the Lived Experience Manager and/or leadership of the Centre

Key working relationships

- Lived Experience Engagement Manager
- Chair of the Survivor Engaged Organisations Working Group (this individual is external from the Modern Slavery PEC core team)
- Lived Experience Advisory Panel members (x6 members)
- Operations Director
- Partnerships Manager

- Director of Policy Impact
- Communications Director
- Research Operations and Communications Manager
- Monitoring & Evaluation Manager
- Policy Impact Manager
- Finance and Administration Manager

Person Specification

<p>Relevant Skills and Experience</p>	<p>Essential</p> <p>Lived experience of modern slavery either in the UK or overseas (by applying for this role, you confirm that you are an individual with lived experience of modern slavery, and further disclosure is not required)</p> <p>An understanding of modern slavery in the UK</p> <p>A passion for embedding the expertise of people with lived experience into projects and policy initiatives that are designed to protect and support them</p> <p>The ability to be organised and efficient</p> <p>Able to effectively prioritise tasks based upon the needs of the Lived Experience Engagement Team and the wider PEC team</p> <p>An ability to write professional emails, send calendar invites, create meeting papers and write meeting notes, create presentation slides and help with timesheets</p> <p>Comfortable with using Microsoft Office programmes including Word, Outlook and PowerPoint. Ideally, they should have some experience using an online tools such as Teams.</p> <p>A desire to learn and develop in a professional capacity</p> <p>Desirable</p> <p>Comfortable working with numbers</p>
<p>Teamwork and Collaboration skills</p>	<p>Essential</p> <p>An ability to work as part of a highly collaborative team, demonstrating a ‘can-do’ attitude</p> <p>A positive and proactive team player</p>
<p>Communication Skills</p>	<p>Essential</p> <p>Good level of English (spoken and written)</p> <p>Excellent communication skills, both written and verbal</p> <p>Comfortable working with a variety of different people in and outside of the Centre</p> <p>Comfortable to represent the Centre at any speaker events with partners and presenting on work carried out by the Lived Experience Engagement Team</p>

	Ability to work sensitively with a diverse range of people
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How to apply

To apply, please complete the following by **11.55pm on 5th November**

- Please complete an application form which can be found here: <https://submit.link/24s>
- You should also upload the BIICL application cover form to your application. A blank copy of this is available [here](#)
- On the application form you can submit an optional CV
- You will also be given an option to complete the BIICL Equality Monitoring Form, which should be emailed to c.priestley@biicl.org. A blank copy of this is available [here](#).

If you have any questions about the role, please contact office@modernslaverypec.org

Selection Process

- Applications will be reviewed by a diverse selection panel in line with the Modern Slavery PEC's commitment to equality, diversity and inclusion.
- Candidates who have been successfully shortlisted will then be invited for an interview with the selection panel. You will be asked some questions about your interest in role, what you could bring to the team and what you hope to learn. There will be a short test at the beginning of the interview, so we are able to assess your confidence in writing and your IT skills

It is expected that formal interviews will take place the week commencing of the 13th of November. It is hoped that the successful candidate will be available to start no later than January 2024.

About the Modern Slavery and Human Rights Policy and Evidence Centre

The Modern Slavery and Human Rights Policy and Evidence Centre (Modern Slavery PEC, or the Centre) was created by the investment of public funding to enhance the understanding of modern slavery and transform the effectiveness of laws and policies designed to overcome it.

It's designed to provide independent, impartial and authoritative insight and analysis on modern slavery based on high quality research it commissions, aiming to have a transformational impact on the understanding of modern slavery and the responses to it. The Centre brings together academics, policymakers, businesses, civil society, survivors and the public on a scale not seen

before in the UK to collaborate on solving this global challenge. The Modern Slavery PEC's approach is rooted in human rights.

Led by the [Bingham Centre for the Rule of Law](#) (part of the [British Institute of International and Comparative Law \(BIICL\)](#)) and funded by the [Art and Humanities Research Council](#) on behalf of [UK Research and Innovation](#) (UKRI), the Centre is a consortium of universities and Independent Research Organisations consisting of the [Rights Lab](#) at the University of Nottingham, the [Wilberforce Institute](#) at the University of Hull, the [Centre for the Study of International Slavery](#) at the University of Liverpool, the [Bonavero Institute of Human Rights](#) at the University of Oxford and the [Alan Turing Institute](#).

Read more about the Modern Slavery PEC at www.modernslaverypec.org.

About the Bingham Centre for the Rule of Law

The Bingham Centre is part of the British Institute of International and Comparative Law and exists to advance the Rule of Law worldwide. Its Strategy, *Proactively Advancing the Rule of Law*, sets out its strategic aims for the five-year period 2018-2022. The Centre aims to have a direct impact on law, policy and decision-making and to do so by carrying out and disseminating independent, high quality research on the major Rule of Law issues of the day.

About the British Institute of International and Comparative Law

The British Institute of International and Comparative Law (BIICL) is one of the leading independent research centres for international and comparative law in the world. The Institute's high quality research projects, seminars and publications encompass almost all areas of public and private international law, comparative law and European law, and it is at the forefront of discussions about the most pressing contemporary issues of international and comparative law.