

Lived Experience Manager

Salary:	Up to £45,000 (pro rata)
Location:	Remote/Russell Square, London (hybrid)
Term:	Fixed term until 31 March 2024
Reports to:	Operations Director
Hours:	22.5 hours per week (3 days per week/60% FTE)

The Modern Slavery and Human Rights Policy and Evidence Centre (Modern Slavery PEC”, “the Centre”), part of the British Institute of International and Comparative Law (BIICL), is looking to recruit an experienced, insightful and motivated team member to lead on the development of the Centre’s engagement with people with lived experience work. This is the first time such a role has been advertised at the Modern Slavery PEC and it offers an exciting opportunity for the right candidate to shape the future of the Centre’s work in this area.

The post holder will have experience of working in a professional environment and have an understanding of modern slavery in a UK context. An understanding of modern slavery in an international context is desirable but not essential. The post holder will take the lead on the Centre’s commitment to survivor inclusion across the work we do, and will play a pivotal role in the creation and set up of the Modern Slavery PEC’s Lived Experience Advisory Panel (the Panel).

The Lived Experience Advisory Panel will involve people with lived experience in the Centre’s core work, and will have meaningful input into the design, selection, production of research, and uptake of outputs by decision-makers. The Lived Experience Manager will lead on the development of Terms of Reference for the Panel, the open recruitment and selection of members for the Panel and will support the Panel in finalising their Terms of Reference, as well as develop a Survivor Engagement Strategy in collaboration with the Panel and the Centre’s Senior Leadership Team. Once the Panel is set up, the Lived Experience Manager will have day to day oversight of the governance of it, and in ensuring meaningful inclusion across the Modern Slavery PEC’s remit by acting as a liaison across the team. The Lived Experience Manager will have line management responsibility for the Lived Experience Coordinator, who will assist on all administrative aspects of the role.

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 expect there might be additional travel to support the aims of the role and the Modern Slavery PEC. Travel to the office isn’t reimbursed but any additional travel will be. We can however be flexible for the successful candidate where necessary, and any flexible requirements won’t impact on the selection process.

An entitlement of 30 days holiday per annum plus bank holidays (pro-rata for part time posts) is offered and enrolment in a pension scheme with employer contribution is available. The

successful applicant will be supplied with a laptop and other reasonable necessary equipment to enable them to undertake the role.

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 address it. The Centre commissions and co-creates high quality research with a focus on policy impact, and 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 Centre is a consortium 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.
- You will formally be employed by the British Institute of International and Comparative Law (BIICL), which hosts the Modern Slavery PEC.

About you

- You will have a proven track record of working independently, as well as of working as part of a highly collaborative team.
- You will understand the complex factors that impact people with lived experience of modern slavery and a passion for embedding their expertise into initiatives designed to support them.
- You will have a working knowledge of the UK identification and support system for people who have lived experience of modern slavery (for example the National Referral Mechanism).
- You will have experience of leading on new initiatives and seeing those initiatives through to a successful implementation.
- You will ideally have experience managing change and demonstrate flexibility in response to feedback and learning.
- You will ideally have experience of governance structures and recruitment processes, or relevant transferable skills.
- You will have experience of working inclusively and sensitively with a diverse range of people.
- You will ideally have line-management experience.
- 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. **This particular role is open only to people with lived experience of modern 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 line manage, work closely with, and support the development of, the Lived Experience Coordinator, who will assist on all administrative aspects of the role
- To develop the Terms of Reference for the Modern Slavery PEC's Lived Experience Advisory Panel
- To develop role descriptions for the Lived Experience Advisory Panel based upon its draft Terms of Reference
- To run an open recruitment and selection process for the Lived Experience Advisory Panel, including identifying appropriate channels to advertise the opportunities, leading on the shortlisting and interview process of candidates, and supplying feedback where necessary
- To develop an onboarding process for the new members of the Lived Experience Advisory Panel, ensuring they have the necessary understanding of the Modern Slavery PEC, its objectives and their remit within the Centre, allowing them to successfully undertake their roles, including managing the conflicts of interest of the committee
- To finalise the Terms of Reference in collaboration with the members of the Lived Experience Advisory Panel
- To collaboratively develop a Survivor Engagement Plan for the Centre with the Lived Experience Advisory Panel
- To co-develop and implement the Survivor Engagement Strategy
- To oversee the governance of the Lived Experience Advisory Panel, ensuring that it is fully looped into the wider governance structures of the Modern Slavery PEC, in collaboration with the Operations Director
- To co-chair and support the coordination of a Working Group of Survivor-Engaged Organisations
- To undertake any other reasonable duties as requested by leadership of the Centre.

Key working relationships

- Operations Director
- Lived Experience Coordinator
- Director of Research
- Director of Policy Impact
- Communications Director
- Research Operations and Communications Manager
- Partnerships Manager
- Monitoring & Evaluation Manager
- Policy Impact Manager
- Finance and Administration Manager
- Senior Management Board
- Advisory Group

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, however, the Modern Slavery PEC will not ask you to disclose your lived experience of modern slavery).</p> <p>An understanding of the complex factors that impact people with lived experience of modern slavery.</p> <p>Experience of embedding the expertise of people with lived experience into initiatives that are designed to support them.</p> <p>Knowledge of the UK identification and support system for people who have lived experience of modern slavery (for example the National Referral Mechanism).</p> <p>Project management or equivalent experience demonstrating the ability to lead complex pieces of work, both independently and as part of a team.</p> <p>Good financial/numerical literacy.</p> <p>The ability to oversee the pastoral care/safeguarding of the Lived Experience Advisory Panel, identifying opportunities for developing and improving this across the whole Modern Slavery PEC team.</p> <p>Desirable</p> <p>Experience in Survivor Leader role, for example leading a peer support or working group to develop the meaningful inclusion of people with lived experience of modern slavery into initiatives designed to support them.</p> <p>Experience of managing or supporting governance structures, such as boards and committees.</p> <p>Experience of managing recruitment processes.</p> <p>Experience of overseeing budgets.</p> <p>An understanding of modern slavery in an international context.</p> <p>Experience of working on initiatives related to public policy and humanities or social science research.</p>
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<p>Leadership and Management</p>	<p>Essential</p> <p>Evidence of successfully leading on the development and delivery of new initiatives, which include people in different roles at all levels of seniority.</p> <p>The ability to offer guidance and support to junior members of staff, aiding them in their development.</p> <p>Experience of managing change and a demonstrated flexibility to change ways of working in response to feedback and learning.</p> <p>Desirable</p> <p>Line management experience.</p>
<p>Teamwork and Collaboration</p>	<p>Essential</p> <p>An ability to work as part of a highly collaborative team, demonstrating a can-do attitude.</p> <p>Demonstrable experience of building constructive relationships within and outside of a complex organisation, exercising tact and sound judgement.</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>Good communication skills, both written and verbal.</p> <p>Proven ability to collate and summarise complex information.</p> <p>Ability to work inclusively and sensitively with people of different backgrounds and experiences.</p>
<p>Other</p>	<p>Essential</p> <p>Right to work in the UK.</p>

How to apply

To apply, please send the following by **23:59 on Sunday 29 May 2022** by email to jobs@modernslaverypec.org:

- Your full CV, including the names and email addresses of two referees;
- A covering letter (maximum 2 pages) setting out your reasons for applying and how you meet the Person Specification for the post.
- The BIICL [application cover form](#) (required) and [equality monitoring form](#) (optional).

It is expected that interviews will take place in the week starting **20 June 2022**. We hope that the successful candidate will be available to start as soon as possible.

In order to be considered for this role, you must currently have the right to work in the UK or will have the right to work in the UK by the date of start of employment.

Informal enquiries about this post may be addressed to office@modernslaverypec.org

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.