



UK Programmes Internship

Key Roles and Responsibilities:

Case work

- Take referrals of potential trafficking cases from survivors and agencies
- Undertake case file administration including entries on the case management system and Monitoring Form
- Organise meeting rooms and interpreters for rescue operations under time pressure
- Assist Investigators on rescues when required

Assistance to all Programmes teams

- Arrange monthly Case Review Meetings and monthly Programmes Management Meetings and liaise with the UK Programmes teams
- Provide assistance to Investigative, Legal, Survivor Support and Training teams where required
- Undertake data capture and, when needed, presentation of data such as compiling data for the Year In Review
- Write presentations for speaking events
- Keep abreast of the work of all teams within the Programmes Department and be a point of contact between the Regional Investigative Hubs and Head Office

Research

- Conduct research and prepare research papers for senior staff

General Admin

- Manage the administration of invoices received for UK Programmes needs
- Assist the Director of Programmes (UK)
- Manage the programmes@hopeforjustice.org email account



- Assist with office logistics, email administration, answering the phone and general office administration

The ideal candidate:

- Has excellent research skills
- Can show they can plan well
- Has strong communication skills
- Demonstrates decisiveness, innovative thinking, problem solving, negotiating and influencing skills and time management
- Has IT skills, loves to be organised and has some experience of administration
- Will be a great team member and a proactive individual who strives for professional development
- Will be flexible enough to roll with the punches in a fast growing, pioneering organisation
- Has experience of working with vulnerable people

How to apply:

Send your resume/CV and a covering letter including your full contact details to vacancies@hopeforjustice.org

Please put 'UK Programmes' in the subject line of your email.