



UK Survivor Support Internship

Key Roles and Responsibilities:

Case Work

- Manage day-to-day casework, under supervision
- Plan for and attend client meetings with the Survivor Support Officer
- Plan for and administrate 'rescue' operations, under supervision
- Liaise with relevant support providers on behalf of clients, under supervision
- Prepare letters/documents on behalf of clients

Administration

- Produce case management monitoring reports
- Assist in the preparation of the annual report
- Maintain case files and ensure updates
- Prepare client information packs
- Prepare information packs for professionals
- Prepare and edit policy and procedure documents

Research

- Provide memorandums on welfare related topics/policy/issues
- Provide updates and maintain an informed understanding of welfare developments in the anti-trafficking sector
- Produce research reports required in support of case management on individual cases

Networking

- Plan for and attend relevant forums and networking groups
- Prepare for and deliver talks at forums and networking groups
- Develop and maintain communication with key organisations and contacts

**Ideal Candidate:**

- Excellent written and verbal communication skills.
- Undergraduate degree in Social Work or related field.
- Experience working with trauma survivors or vulnerable populations.
- Experience in cross-cultural work environments.
- Self-starting, compassionate, patient, punctual, dedicated and professional.
- Passionate about ending slavery and the work of Hope for Justice.

How to apply:

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

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