**Job Description**

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| **Summary** |
| Job Title | Case Worker/Trainer Saksbehandler/Kursholder |
| Department | Programmes |
| Location | Stavanger, Norway |
| Job Type | Project based/Prosjektstilling with flexible working hours as required |
| Reporting To | Norway Director  |
| Direct Reports | None |
| Job Purpose | To develop effective long term networks with local communities; build trust and confidence with potential victims who are consequently able to develop confidence to escape their traffickers and begin rebuilding their lives.To act as a network builder and a trainer for frontline agencies such as for local authorities and NGOs.  |
| **Duties & Responsibilities** |

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| * Develop new and existing networks with a high probability for identifying potential victims of trafficking.
* Deliver training to professionals likely to come into contact with trafficked victims.
* Use local and cultural knowledge and language skills to identify and build relationship and trust with potential victims of trafficking.
* Carry out risk assessments and analyse client needs, signposting to other agencies who can assist.
* Inform victims of appropriate forms of support available and assist them to access pathways such as the reflection period, legal aid and police reporting.
* Assist with enquiries as directed by the Norway Director. This may involve researching, gathering and obtaining evidence and intelligence by various means including the discreet interviewing of victims and potential witnesses.
* Networking with other stakeholders working to end modern day slavery, or where potential victims may access services.
* Research and collate relevant information that may be useful for a future investigation into trafficking-related crimes.
* Keep up to date with developments in relevant training areas through research, networking meetings and appropriate courses.
* Identify, document and maintain best practice in all training and development activities in Norway, including a robust evaluation process linked to nationally recognised standards for each area.
* Work at all times in accordance with Hope for Justice policies and procedures and the wider strategy, culture and ethos of the organisation.
* Undertake any other reasonable duties from time to time as directed by the line manager.
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| **Person Specification** |
| Experience & Qualifications |  |
| * Appropriate cultural knowledge
* Knowledge of the Norwegian welfare system
* Experience of researching, planning, designing, delivering and evaluating training programmes using multi-media resources (essential)
* Experience of training on issues experienced by vulnerable people such as victims of sexual exploitation, sex trafficking, bonded labour and domestic servitude
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| Skills & Competencies |  |
| * Ability to build trust
* Ability to act with high levels of tact and discretion
* Self-starter
* Effective communication
* Fluent in Norwegian and English
* Teamwork
* Sound decision-making
* Innovation and creativity
* Ability to work unsupervised
* Organised & methodical
* Resilience
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| **Review** |
| Date Completed | 27.10.16 |
| Version Number | 2.0 |
| Approved By | COS |