

Role Profile

Overview	
Role	UK Advocacy Manager
Main Purpose	<ol style="list-style-type: none"> 1. To directly line manage the Independent Modern Slavery Advocates (IMSAs) 2. To oversee advocacy and victim services provided by IMSAs to survivors of modern slavery in the UK 3. To implement and oversee the direction of the Advocacy team in line with Hope for Justice vision and strategy
Department	UK Programmes – Advocacy
Location	HO, Manchester
Reporting To	UK Programme Director
Direct Reports	Independent Modern Slavery Advocates (x7)
Main Duties	
<ul style="list-style-type: none"> • Lead and manage the Advocacy team and volunteers • Oversee file management and compliance of casework with legal and regulatory requirements • Ensure clients are provided with high quality advocacy / advice in respect of, but not limited to, the following: <ul style="list-style-type: none"> - Legal rights and entitlements - Criminal and civil justice procedures - Welfare benefits and housing - Debts and criminality linked to exploitation - Mental & physical well-being - Community integration • Manage throughput of workflow including referrals, allocations and case closure • Oversee current projects and commissioning of services • Oversee the development of advice given to third-party professionals and individuals in the sector • Review and develop team processes to ensure clarity and efficiency • Manage the crossover of advocacy into reform in line with Hope for Justice’s ‘Reforming Society’ agenda. Including reviewing briefing papers, collecting statistics and case studies. • Oversee the development of new materials to assist clients in understanding their rights and entitlements • Represent Hope for Justice at meetings and events with other agencies and organisations as required; establish good working relationships with key agencies and services within the sector • Lead by example in promoting the organisation’s values and respecting its ethos • Promote staff-wellbeing, development and training • Any other reasonable duties as directed by line manager. 	

Key Result Areas

- Management of IMSA team to maintain and develop an effective working environment – e.g. staff well-being, implementing standard operating procedures, throughput of cases etc.
- Meeting programme objectives for beneficiaries across Advocacy function
- Developing Advocacy function in line with UK Programme vision and strategy

Soft Skills

- Excellent leadership skills
- Managing & developing staff
- Relationship management
- Teamwork and collaboration
- Negotiation & conflict resolution
- Decisiveness
- Positive attitude and resilience
- Empathy and emotional intelligence
- Critical thinking, attention to detail and creative problem solving
- Ability to work under pressure & time management
- Flexibility
- Self-motivation and strong work ethic
- Excellent interpersonal, communication and networking skills
- Organised and methodical

Technical Skills

- Strategic and operational knowledge of modern slavery and broader Human Rights legislation
- Ability to communicate complex legal issues clearly, both orally and in writing, to senior managers and directors, government representatives and other stakeholders in a way that is both professional and appropriate to the audience
- Ability to work independently and stay organised in a fast-paced environment, manage several projects simultaneously, and adjust strategy to frequently changing demands
- Ability to draft, review and analyse policy papers, decision making documents, briefing notes and other papers
- Maintaining professional boundaries
- Word, Excel and Powerpoint proficiency

Experience & Education

- Degree level education
- Previous experience of managing staff and/or teams
- Previous work with vulnerable adults
- Legal or social work background desirable
- Enhanced DBS check