



..... Films Against Slavery | Unchosen uses the power of film to fight modern slavery

Unchosen Job Description

Role:	<u>Stay Safe from Slavery Project Assistant</u>
Hours:	8 hours per week
Salary:	£8.45 per hour
Contract period:	Fixed term contract from September 11th 2017 – Jan 31 st 2018
Reporting to:	CEO (Melissa Blackburn)
Place of work:	Unchosen, Easton Business Centre, Felix Road, Bristol, BS5 0HE
How to apply:	Please send a CV and cover letter outlining how you meet the person specification to melissa@unchosen.org.uk .
Deadline:	4 th September 2017 – 17:30
Interviews:	Will be held week beginning 11 th September 2017
Equal Opportunities:	Unchosen is committed to being an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Unchosen

Unchosen is an innovative charity that works to end modern slavery in the UK. We use film to tell the public, professionals and those vulnerable to exploitation about modern slavery. At the centre of everything Unchosen does is a sense of creativity and collaboration. Our award-winning films provide a unique and powerful means to engage audiences. Through our partnerships with frontline organisations and NGOs we reach tens of thousands of people each year.

Stay Safe from Slavery

Stay Safe from Slavery is our latest project that we will be piloting across the South West in the coming months. Its aim is to reach those most vulnerable to slavery and provide them with the tools to keep themselves safe. We have created targeted resources for young people, homeless people; refugees and asylum seekers.





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Tasks and Responsibilities:

To pilot the use of Unchosen's Stay Safe from Slavery resources and project across the South West. This will include:

- Work with your direct Line Manager, Stay Safe from Slavery Project Lead Dr Julia Tomas.
- To roll out our Stay Safe from Slavery project which focuses on giving the homeless, refugees and migrants and vulnerable children the tools to keep themselves safe from slavery.
- To plan, implement and monitor 8 promotional launch events across the South West targeting particular groups in order to create partnership with these groups and cement existing partnership. Focus to be on those organisation, LAs, NGOs who work with the above vulnerable groups
- To coordinate publicity information and materials to promote the events and the project and ensure these are in accordance with Big Lottery publicity guidelines;
- To promote the use of our SSS toolkits through presenting to relevant groups across the South West.
- To monitor the uptake and usage of the SSS toolkits, and where possible working directly with our client groups to understand what works and what doesn't
- To support the Project Lead in creating a final monitoring report for Big Lottery.
- To keep clear and accurate records of all expenses related to the project in line with Unchosen's financial reporting and also the requirements of Big Lottery.
- Any other duty as required by the line manager commensurate with the post.





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Person Specification

Essential Criteria

- Experience working in events planning and delivery.
- Understanding of, or interest in, issues of modern slavery and respect for the values and aims of Unchosen.
- Strong interpersonal skills and ability to communicate effectively with a wide range of people.
- Strong organisational skills, good attention to detail and the ability to work to deadlines.
- Acceptable DBS check (at Unchosen's Expense).
- Willing to work some evenings in order to attend events.
- Ability to work well as part of a small but busy team.
- Good standard of written and spoken English.
- Basic IT skills (Microsoft Office, email, etc.)

Desirable Criteria

- Experience working for a charity - especially if linked to modern slavery, homelessness, refugees and asylum seekers or young people.
- Experience of public speaking.
- Interest in the use of film for social change.
- Experience photographing events.
- Administration experience – including taking minutes.

