

Shiva Foundation | Partnership Support Volunteer

Location: London with occasional travel to Borehamwood, UK

Application Deadline: Sunday 10 March **Duration:** 3 days a week for 3 months

Proposed Start Date: Monday 1 April (Interviews to take place the week commencing 25 March)

Salary: Voluntary (up to £15/day to cover lunch and travel expenses)

About Us:

Shiva Foundation is a corporate foundation that aims to tackle and prevent human trafficking and modern slavery in the UK, by facilitating a more collaborative and systemic approach to making change. Shiva Foundation works to educate local communities and prevent trafficking using expertise and knowledge. It seeks to partner with like-minded organisations to scale innovation in this area, as well as creating and implementing practical working models on the issue within the UK business and public sector.

As part of this work, Shiva Foundation coordinates the Hertfordshire Modern Slavery Partnership, which is a multi-agency group working collaboratively to address the issue in Hertfordshire. Through this group, the Foundation works with members of the council and related agencies to create opportunities to exchange ideas and discuss the challenges of responding to human trafficking and modern slavery.

Job Details:

Shiva Foundation is seeking a well organised, enthusiastic and confident volunteer, with strong writing and research skills, to assist part-time in the administration of the Hertfordshire Modern Slavery Partnership's work. This is a unique short-term opportunity to gain an insight into how multi-agency collaboration works in practice, to work directly with national and local agencies, and to take the lead on delivering innovative initiatives and documents.

The HMSP Coordinator is working on a project to create an **'Enforcement Powers Guide'** for local stakeholders/agencies that have enforcement powers of entry. The purpose of the guide will be to help facilitate faster entry into commercial/residential premises, where intelligence has indicated that there could be a potential case of modern slavery/human trafficking. The Coordinator is seeking a volunteer with research and writing skills to help develop this guide.

There may be opportunities for the volunteer to support on other areas of work such as:

- Assisting with the general administration of the Partnership
- Supporting on the monitoring and evaluation of its activities
- Supporting on events
- Supporting on communications e.g. social media, microsite, newsletters etc.

The successful applicant will ideally have a background in research and writing, knowledge of the public sector, a strong work ethic, experience in communications, and be able to work independently when required.

How to apply:

Please send your CV, cover letter and a writing sample (no more than 1000 words) to katie@shiva.co.uk by **10 March 2019**.

Further information: www.shivafoundation.org.uk and <http://www.hertscommissioner.org/modern-slavery>.