

DIOCESE OF WESTMINSTER

Job profile: Service Manager Project Bakhita

Location: Central London

Reporting to: Director of Caritas

Hours of work: 35 hours per week (flexible)

Job Purpose: To manage the development of the Catholic Church's response to the victims of Human Trafficking in line with the Saint Josephine Bakhita Foundation, under the direction of the Catholic Bishop's Conference of England and Wales and Caritas Westminster.

Principal duties and responsibilities

1. Ensure that Project Bakhita is legally compliant with Human Resources and Supported Housing Management legislation by policy formation compliant with current legislation as a 'triage' centre working in line with the 'Golden Hour' objective.
2. Develop an Ethos of pastoral care at Bakhita House and supervise the pastoral care of male and female victims of Human Trafficking which is rooted in catholic social teaching.
3. Drafting, issuing and enforcement of License & Management agreements together with House Rules for victims of HT
4. Enforcing the conditions of the licence and management agreement to include:
 - a) Damage limitation to property by residents
 - b) Policing House Rules in relation to noise,
 - c) Enforcing rules on the use of drugs & alcohol in the building to prevent misbehaviour or behaviour likely to have a negative impact on other occupants
 - d) Ensuring that no illegal or immoral activities are conducted in the building
 - e) Ensuring that residents carry out regular cleaning of their rooms
5. Responsibility for dealing with disputes between residents due to antisocial behaviour
6. Ensure that there are clear referral processes in place for the referral and admission of victims of human trafficking into Bakhita House.
7. Provide information where appropriate on all property & occupancy related matters at Bakhita House.
8. Ensuring correct installation, maintenance and use of adequate security provision of the property
9. Arrange regular property inspection including health and safety inspections
10. Ensure that processes are in place to assess the needs of and plan the support of Victims of human trafficking.
11. Develop working relationships with health and social care services in at both strategic and operational levels so as to ensure the immediate physical, emotional, health and psychological needs of victims can be supported safely at Bakhita House.
12. Ensure that victims resident at Bakhita House have their needs assessed within 24 hours of their arrival and that person centred plans are in place so as to support the first phase of their restoration.
13. Ensure that appropriate networks of second stage accommodation are in place for the 'move on' of victims from Bakhita House.
14. Support the development of a model of identifying and training a group of 'host families' who would provide 2nd stage or third stage accommodation.
15. Co-ordinate and implement processes to work in partnership with local and national agencies in the support of victims of trafficking.
16. In partnership with the office of Migration at the CBCEW support the delivery of training and awareness-raising for staff, colleagues, partners, clergy and volunteers.
17. Develop good working relationships with the Parish and the wider deanery ensuring that clergy and all pastoral workers and volunteers are kept up to date with the development of project Bakhita.
18. Develop an effective client consultation group
19. Ensure that there is 24 hour staff presence at Bakhita House for the support and safety of guests.
20. Ensure services are managed to a high standard.

Please reply to: HR dept, Vaughan House, 46 Francis Street, London, SW1P 1QN

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21. Ensure that the facility of Bakhita House and the office located at the local parish are well maintained both on their interior and exterior.
22. Provide quantitative and qualitative data which illustrates the impact and effectiveness of the service.
23. Develop the project team and manage project staff, including key workers, pastoral care staff, domestic staff, house manager and administrative staff ensuring that they receive training and supervision as appropriate to facilitate delivery of the responsibilities outlined in 1 – 22 above.

Person specification: Service Manager Project Bakhita
Contract type: 5 years- reviewable after 3 years
Salary: £45K

Experience required:

1. Experience of working with Victims of Human trafficking and modern slavery
2. An in depth understanding of the national referral mechanism and current legislation and practice with regard to human trafficking.
3. Extensive experience of working in partnership with Criminal Justice organisations both governmental and non-governmental.
4. Extensive experience of working with a wide range of services supporting victims of human trafficking.
5. Experience of working in an RC ecclesial context
6. Knowledge of diocesan networks and structures.
7. Knowledge and experience of catholic social action and teaching
8. Knowledge of Health and safety and risk management practices
9. Knowledge of Safeguarding, Needs Assessment & Support Planning
10. Knowledge of policy formation and implementation
11. Knowledge of the impact of trafficked individuals with No Recourse to Public Funds

Competences required:

1. The ability to manage staff, projects, financial resources and partnerships.
2. Excellent organisational skills, able to prioritise and meet deadlines.
3. Excellent communications skills and the ability to speak publically to different audiences
4. A determined 'can do' approach with the ability to motivate staff
5. Flexible and adaptable approach
6. Ability to work methodically and consistently.
7. Ability to work within a small, team comprised of members of staff and volunteers
8. Ability to work alone, using initiative to develop and organise aspects of work using their own initiative
9. Ability to work with complete discretion and confidentiality.
10. Ability to project a friendly, professional manner, both in person and on the telephone.
11. A commitment to the teachings of the Catholic Church and the ethos of the Parish and Diocese.
12. A commitment to on-going training, formation and attendance at in-service training.
13. To be committed to collaborative ministry with all other members of the Caritas Westminster team.
14. An acceptable Enhanced Disclosure and Barring Service check

Qualifications required

1. A recognised Criminal Justice qualification e.g legal, law enforcement, probation etc.
2. Driving licence UK.