

Job Description

Title:	Project Officer - Analyst
Contract:	12 Month Fixed Term Contract
Function/Team:	STOP THE TRAFFIK (STT)
Location:	London
Hours:	Full time, 40 hours per week, inclusive of breaks. (The breakdown of those hours to be by mutual arrangement and to meet the needs of STOP THE TRAFFIK).
Unsocial working:	Occasional weekend and evening working is required, but time off in lieu is given according to current policy.
Reports to:	Communications Project Manager
Salary:	Grade F

About the role

The successful candidate's primary responsibility will be to research instances of trafficking occurring between Syria, Turkey and Greece, with attention to the routes taken by Syrian refugees fleeing conflict, and the methods used by traffickers to target victims. This research will form the foundation of an awareness campaign, keeping refugees safe from exploitation, and signposting them to organisations who can provide help and support.

Summary of responsibilities

- **Finding, collecting and analysing open source data**, mainly in **Arabic**, looking at news articles, social media posts, and NGO reports relating to the trafficking of refugees along the route connecting Syria, Turkey and Greece, considering how and where traffickers recruit and transport victims, and in which sectors they are being exploited
- The Analyst will help the Project Lead to **build and maintain partnerships with relevant organisations** working in Syria, Turkey and Greece - including NGOs, community groups, law enforcement and businesses - in order to promote the sharing of key information. The Analyst will use data and information to help build a picture of the situation on the ground, sharing the findings with the STOP THE TRAFFIK team to create targeted action to disrupt human trafficking affecting refugees
- **Writing analytical assessments** based on the collected information, presenting trends from research and data shared by partners to the wider STOP THE TRAFFIK team

- **Collaborating** with other teams in STOP THE TRAFFIK when required, working to understand and disrupt global human trafficking recruitment, money flows and demand
- Assisting with **Arabic-English language translation** when required
- Help the Project Lead coordinate research volunteers

Person Specification

Project Officer – Analytics

STOP THE TRAFFIK are seeking a candidate that shares STOP THE TRAFFIK's values of being collaborative, imaginative, driven, trusted. The candidate will be fluent in Arabic and English. They must be able to demonstrate previous experience of working in a research role. The candidate will be able to identify online platforms on which to carry out investigative research.

They will be a highly organised self-starter, with strong attention to detail and good time management skills; being able to juggle several projects at once at different stages of the process. They will take initiative as well as being able to work under pressure and meet deadlines with ease and efficiency.

Qualifications

- Undergraduate degree in relevant field or equivalent experience.

Essential	Desirable, non-essential
<u>Language skills:</u> Fluency in both Arabic and English language (written and spoken)	<u>Language skills:</u> Comfortable using Syrian dialect Written and verbal skills in another language, ideally Greek or Turkish
<u>Research skills:</u> Proven experience of open source research in professional or academic setting Ability to write analytical assessments from collected information	<u>Research skills:</u> Prior research on the region, migration or refugee issues
<u>Tech skills:</u> Proficiency in Microsoft Excel Familiarity with data manipulation and analysis software/tools	<u>Tech skills:</u> Experience using SPSS, R, Python Experience using mapping software such as ArcGIS or Power BI
Ability to demonstrate initiative to uphold the values of STOP THE TRAFFIK. Commitment to the safeguarding and	<u>Regional experience:</u> proven experience working or volunteering in the region and liaising between different teams

welfare of vulnerable people, particularly children and young people	
Willingness to undergo appropriate checks, including enhanced DBS checks	
	<u>Knowledge of human trafficking:</u> A prior understanding how it impacts individuals and communities
	<u>Experience of managing volunteers</u>

Personal qualities
<p>A positive team worker with excellent communication and interpersonal skills</p> <p>Ability to multitask to a high level</p> <p>Willingness to share and learn job knowledge with a colleague.</p> <p>Willingness to learn new skills, particularly in areas where there is no previous proven experience</p> <p>Highly resourceful, organised self-starter, open to innovation with strong attention to detail</p> <p>Excellent ability to work both independently and in a team</p> <p>Open to the concept of agile working, moving between teams and using your skills and voice to support other teams' projects.</p> <p>Ability to work under pressure and meet deadlines with ease and efficiency</p> <p>Strong sense of empathy with the ability to perceive and translate individual experiences into universal and relatable stories</p>

Safeguarding vulnerable children and adults

STOP THE TRAFFIK is committed to safeguarding and promoting the welfare of vulnerable children and adults. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	