



Job Description

Title : **STT Group Company Secretary**

Location: London SE1 (Attending a London office once each quarter is preferable, but the role can be fully remote if necessary)

Hours: as required, supporting quarterly board meetings

Responsible to: Chair STT board

Salary: Pro bono

Summary

We are looking for a highly organised person to be our company secretary and be part of creating a world where people are not bought or sold.

Human Trafficking and Modern Slavery

Human trafficking and modern slavery are thought to be amongst the most widespread crimes in the world, affecting millions of men, women and children each day. Broken down into simpler terms, this means human trafficking is made up of three elements: **Movement** or **recruitment**, **Deception** or **coercion** for, The purpose of **exploitation**. Traffickers use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude, and inhumane treatment. Given the hidden nature of human trafficking, it is almost impossible to understand the full scope and scale of the issue. An estimated 40.3 million victims are trapped in modern-day slavery. Of these, 24.9 million were exploited for labour, and 15.4 million were in forced marriage, generating more than \$150 billion in revenue.

STOP THE TRAFFIK (STT) believes people should not be bought or sold.

STOP THE TRAFFIK

STT is a global nonprofit organisation that has pioneered a systemic solution to disrupt human trafficking using an intelligence-led, technology-driven model. Unique in our approach/methodology is a global data hub, Traffik Analysis Hub, a non-competitive, secure platform to successfully collate, analyse, and share insight and trafficking case studies (stories).

Our theory of change targets three pillars:

- recruitment (of vulnerable people)
- demand (opportunities for exploitation)
- money (financial transactions and flows)

We have extensive engagement across fast-growing networks working with business, finance, government, enforcement, and civil society markets to develop strategic sector leadership. Through this, we have influenced individual, organisational, sector, national and global thinking, activity and capability to change the environment in which trafficking and exploitation flourishes. Over the past ten years of delivery, we have proven our model with measurable results, independently verified, changing the environment to become more resilient to exploitation.



Global uncertainty driven by the pandemic, global warming and natural disasters and expansion of technology stimulates the trafficking economy, causing a greater propensity of vulnerable people and traffickers to identify new opportunities to make money.

To respond to this challenge, our forward-looking strategy is focused on growing and accelerating the impact and influences of our programmes across new sectors and systems within the three pillars described above. We have the heart of a charity and are a peer to business.

Traffik Analysis Hub

Traffik Analysis Hub aims to challenge and break the errant economic equation that sustains trafficking and exploitation.

Traffik Analysis Hub emerged to support a collaborative and trusted environment, to overcome the barriers and reluctance to information sharing.

The creation of Traffik Analysis Hub is an important development in combatting human trafficking and modern slavery. Traffik Analysis Hub is the largest collection of survivor stories (of trafficking and exploitation experience) . By bringing partners together within a shared ownership and governance model, we facilitate sharing data and information in the spirit of greater trust and collaboration.

Traffik Analysis Hub is a solution that supports joint analysis of sizeable AI-generated data sets, allowing partners to pool data assets to generate new insights into patterns and hotspots of trafficking incidents. The solution gives partners highly customisable analytical tools which can be used to create outputs of significantly enhanced values and operational consequences. It is a fundamental principle of Traffik Analysis Hub that collaborative data sharing will provide all its partners with more excellent value than can be achieved in isolation.

STOP THE TRAFFIK Board:

STT and TAhub have merged to function as a group with one strategy, budget, and team.

The STT board is a highly effective board with dedicated trustees from a wide range of capabilities and skills. We are transitioning to a new chair commencing January 2023 following the previous chair stepping down after having served for their full term.

We are looking for someone to take on the role of Company Secretary to work alongside the Chair, the board, the CEO and the executive team.

Purpose of the role:

The Charity Secretary's overall role is focused on secretarial/administrative duties such as organising board meetings, taking the minutes, managing correspondence around the governance operations of the charity, keeping records of membership, and other similar administrative tasks.



The role works closely with the STT Board Chair and is fully supported by the CEO and Director of Operations. STT governance board and operations team have a long history of working closely and being highly supportive of each other.

This role is highly flexible in nature. Quarterly board meetings (3 hours in length) will provide the focus for where support is required. It is a role that can be carried out with flexible hours.

We are looking for someone who desires to be involved with a global charity leading change in the world by serving alongside others who are similarly committed to volunteering their time and belong to a supportive, committed team.

If you are fulfilled in providing administrative support, please come and be part of supporting a board that is helping a fast-paced visionary organisation intent on disrupting human trafficking.

Duties and responsibilities:

- To administrate the board meetings by writing the agenda and working with the Chair and CEO
- To attend board meetings (virtually and in person) and write the minutes
- To keep required records of board membership and ensure required information is up to date with the charity commission
- To meet regularly with the Chair and CEO to plan (suggested monthly or quarterly)
- To distribute any actions that arise from the board meetings
- To ensure companies house filings on to the charity commission
- To ensure trustee information is up to date as trustees join & leave the board
- To place our annual submission on the relevant website for the charity commission and companies house
- To arrange ad-hoc social events for trustees (No more than three times a year)

Personal Qualities:

- Reliable
- Attention to detail
- Ability to communicate and build effective relationships with a wide range of people
- Flexible and collaborative
- Highly organised

Please send your expression of interest to Rebekah.lisgarten@stopthetraffik.org.

Equal Opportunities

We recognise that our team is strengthened by the knowledge, experience and insights people from various backgrounds bring. At a minimum, we expect all applicants to show a demonstrable commitment to equality and diversity.

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.