



# Unseen Information Pack for Applicants

## Completing your application

We recommend that you read the following notes carefully to help you complete the application form successfully and learn more about Unseen as an organisation.

- The information contained in your application form is what we use to decide whether or not you are shortlisted for an interview.
- We do not accept CVs or any extra material with the submission of your application.
- Complete the form as a word document, using a readable font and using size 11.
- Ensure all pages include a page number on them.
- You should submit with your application a covering letter and the equal opportunities monitoring form.
- Applications and associated documents should be sent before the deadline to the email address stated in the job advert.

## Overview of Unseen

### Unseen's Purpose

Working towards a world without slavery

We combine a micro and macro approach so that we both support exploited people & tackle the systemic issues of slavery. The expertise and insight gained in each area help us perform effectively across all our work.

We focus on three main areas as we work towards a world without slavery;

**Supporting survivors and potential victims of slavery;** by providing access to a range of specialist services, enabling them to safely recover and develop resilient independent lives

**Equipping stakeholders;** by providing training, advice and resources to facilitate the identification and support of potential victims of slavery

**Influencing systemic changes;** by using our experience and research to impact and inspire transformation across legislation, policy and society.

Modern slavery is global; therefore we operate in the UK and beyond, actively seeking to work with others to maximize our impact.

## **Unseen's Values**

### **Collaborative**

We acknowledge our own areas of expertise, but actively encourage contributions from others. We continually seek to work alongside people to build lasting partnerships that can challenge and support each other going forward.

### **Honourable**

We recognise the best in people, and actively promote an environment of respect for each other and our partners. Where we encounter the dishonourable treatment of individuals we are compelled to act to restore honour, dignity and value. We are straightforward, trustworthy and truthful in all our work.

### **Ambitious**

We go further than what is expected of an action-based charity. We strive for the highest standards in all areas of the organisation. Our conduct, treatment of others and provision should aim to exceed expectations.

### **Dynamic**

We are driven by the plight of others to deliver results that change lives. Through an energetic and bold approach, we encourage innovation to drive solutions forward. We are motivated, enthusiastic and maintain a positive attitude.

### **Insightful**

We are knowledgeable, informed and up to date. We always seek to identify the genuine need and make decisions based on the thorough investigation and scrutiny of all details. We consider the whole story and look at possibilities from all perspectives, both near and afar.

## **Unseen's Direct Support services**

Our women's safe house has provided care and accommodation to over 180 women since opening in June 2011. In 2019 it supported 20 women from 12 different nationalities. Following the success of this project, we opened a men's safe house in early 2016, which is also the only one of its kind in the Southwest. In 2019 it supported 14 men of 13 different nationalities, totalling 46 men since its opening.

At both safe houses, we support survivors to come to terms with their ordeals and move forward with their lives. We offer access to medical care, legal support, counselling, therapeutic activities and emotional support. In-house courses include maths, English and computing, plus sessions on safe relationships, coping strategies and confidence building. We encourage survivors to take up training, education and volunteering in the community. Survivors can stay with us until they receive a conclusive grounds decision. The majority of those we work with are referred to us via the NRM.

Our Outreach Service provides the ongoing practical and emotional support survivors need when they leave the safe house and begin integrating back into society. Our aim is for women and men to become independent, resilient members of society. The service also provides initial support for survivors within the NRM who do not require accommodation but are entitled to support under the European Convention (ECAT). This service is provided until a conclusive ground decision is given. In 2019 the service supported 87 survivors of around 30 different nationalities. This service runs across the South west and has supported 199 survivors in total since supporting its first client in 2014.

## Unseen's Other Projects

Unseen launched the national Modern Slavery Helpline and Resource Centre in October 2016. Situated in Bedfordshire, the helpline has taken over the number previously operated by the NSPCC and will provide information, advice and guidance on any modern slavery-related issue to callers. The helpline is open 24/7, 365 days a year. Anyone can ring the helpline about any issue related to modern slavery, for example, calls from the public about tip-offs, potential victims wanting help and advice, statutory agencies and businesses. In 2019, the Modern Slavery Helpline took over 7000 calls, indicating over 17,500 potential victims since its launch.

Unseen also equips frontline personnel, such as police and health workers, with the tools to identify victims and know what action to take. In 2019, Unseen trained over 1,850 delegates from the police, the NHS, local authorities, charities and businesses to spot the signs of modern slavery and take action. Over 2,400 teenagers have also now received modern slavery awareness raising through our new Spotlight programme.

Additionally, we work at government level to strategically influence and shape national policy to create lasting solutions to tackling modern slavery. In 2019 we gave evidence in the High Court which resulted in a change of Government policy. We also chaired the Modern Slavery Strategic Implementation Group – Transparency in Supply Chains, are members of the Prevent and Protect and Victim Support groups and took part in many Westminster and Government briefings and input to various policy and legislative reviews. Acknowledged by the UK's Home Secretary as the catalyst for the Modern Slavery Act, its recommendations have heavily influenced the new government strategy to tackle modern slavery. We were instrumental in helping formulate the Act.

Unseen was also instrumental in setting up the Anti-Slavery Partnership (ASP) with Avon and Somerset Police and Bristol City Council. In 2019 we continued to chair the South West Regional and Bedfordshire ASPs, and set up the Eastern Region ASP. The Partnerships are multi-agency and include core strategic groups which meet quarterly, sub-groups, task and finish groups as well as Forums and a Champions Network.

There is a recognised need for our services and, as experts in our field, Unseen will continue to find solutions to gaps in provision for all victims of modern slavery.

## Sections of the Application Form

### Personal details

Please complete your name and address in capital letters and make sure that the contact telephone number you give us is one where we can reach you quickly if need be. Please also include an email address that you check regularly as we will let you know if you are shortlisted or being invited to interview via email initially.

### Eligibility to work in the UK

Please indicate if you are entitled to work in the UK. Unseen has a legal obligation to check that all our employees are eligible to work in the UK.

You will normally be eligible to work in the UK if you are in one of the following categories:

- You are a legal national of the UK or other country in the European Economic Area (EEA) or a Swiss national;

- You currently hold Tier 1 (Highly Skilled Worker) status;
- You are a dependent, husband, wife or civil partner of a UK or EEA national (with a valid visa or family permit) or an individual who has an existing right to work in the UK;
- You have acquired Indefinite Leave to Remain in the UK or have a UK Ancestry visa; or
- You have a valid student visa. This entitles you to work on a part-time basis for the annual equivalent of up to 20 hours per week until the expiry of your visa.

### **Employment history**

This information may be used to assess whether you meet the person specification. List here your previous employers – the names, addresses and brief details of your main duties and the dates you were employed. You should include any part-time or temporary jobs as well as unpaid and voluntary work. Any gaps in employment, e.g. periods of education, travelling or maternity leave, must be explained in the space provided.

### **Referees**

Please provide the names and contact details of referees to cover a period of no less than two years, one of whom must be your present or most recent employer. If you are a school or college leaver, please provide the name of your tutor/teacher and the school/college address. If you have been working on a temporary basis through an employment agency, then please provide the agency's contact details.

If you are returning to work after an extended period and have difficulty in providing us with details of your last employer, please let us know.

For some positions, we may want to contact the referees you provide, if you are shortlisted, before the interview. Please use the tick boxes provided on the application form underneath each referee's contact details to indicate if you are happy for us to do so or not.

### **Education, Higher Education, Qualifications and Training**

Complete these sections fully. Please make sure you tell us about any courses you may have attended or are attending at present, which are relevant to your application. You may be asked to produce original certificates on appointment.

### **Suitability for this Position**

This is the section where you detail your suitability for this position based upon the person specification as outlined in the Job Description. This is your opportunity to tell us about your experience, skills, abilities and knowledge and demonstrate these.

We have the following recommendations to assist you with this part of the application:

- Think about the job you are applying for and exactly what it involves.
- Read through the application pack thoroughly so that you know what information is required.
- Read through the job description and person specification so that you know exactly what the job is and the skills and abilities required to do the job.
- Make a rough list of all your skills and experiences and choose those you think are relevant to the job you are applying for.
- Complete the application form, ensuring you cover all the criteria from the person specification in the order listed.
- Note that no assumption will be made about your skills and experiences, so it is essential that you tell us exactly how you meet the criteria. For example, if you are a secretary, do not assume the title "secretary" explains everything. You must tell us what you did in your role as a secretary and give examples which demonstrate a particular skill, rather than simply saying that you have that skill.
- Check that you have signed the declaration at the end of the application form.

### **Disability**

If you have a disability, please tell us if there is anything we need to know or provide in order to offer you a fair selection interview, for example a signer. Additionally, please tell us if there is any equipment or support you require to enable you to do the job you are applying for.

### **Criminal convictions**

For posts working with children, young people or vulnerable adults, a Disclosure and Barring check will be requested. Criminal records will be taken into account for recruitment purposes when the conviction is relevant only. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974.

### **Equal opportunities**

As part of Unseen's Equality and Diversity Policy, we monitor job applicants by age, disability, gender, ethnicity and sexuality to ensure that recruitment and selection is based on fair and open access. Please complete the Equality Monitoring form and submit it with your application.

### **Returning the form**

Please return your completed form via email to the address stated in the job advert ensuring it arrives by the closing date. Your email will be acknowledged. If your application arrives after the closing date, we may not be able to consider it.

### **Selection process**

Your completed application form will be used to decide whether or not we would like to invite you for an interview. If successful, you will normally hear within three weeks of the closing date. If you are shortlisted, we will call you to arrange an interview time. We will confirm via email if you have been invited to interview, but also we will contact you if you haven't been successful at this time.

### **Privacy Policy**

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. You have the right to object to the processing of your data at any time. In the event that your application is not successful, please let us know if you would prefer us not to keep your details on our files for this purpose. In that eventuality, we will delete all the information that we hold about you from our records after 12 months.

**Thank you very much for your application – we do appreciate the time and effort taken to complete it.**