Survivor Involvement Coordinator

Recruitment pack

Location	Unseen's head office in Bristol with ad hoc UK travel (Hybrid approach with some working from home days. A degree of flexibility will be required). Please note this role requires the postholder to attend the office in Unseen at least once a week, with a requirement to be in the office on ad hoc additional days.
Salary	£16,344 per annum (This is equivalent to a full-time effective salary of £27,240). We are an accredited member of the Living Wage Foundation.
Contract type	Permanent – This role is funded by The National Lottery Community Fund (funding secured until 2029).
Hours	Part-time – 22.5 hours per week (based on a full-time week of 37.5 hours). Hours to be worked Mon-Friday 9am-5pm, with a requirement to work on Wednesdays.
Reports to	Head of Policy & Research
Key relationships for the role	• Survivor Consultants • Head of Policy & Research • Senior Policy & Partnerships Officer • Unseen's Frontline team • Unseen wider staff teams • External agencies and statutory bodies including other NGOs and statutory services • External research institutions
Requirements of the role	**You must have lived experience which has fostered an affinity with the experiences and challenges faced by victims and survivors of modern slavery to apply for this role.** This may include lived experience of coercive control (including domestic abuse), marginalisation, or the UK immigration system. • Enhanced with List DBS • Right to work in the UK

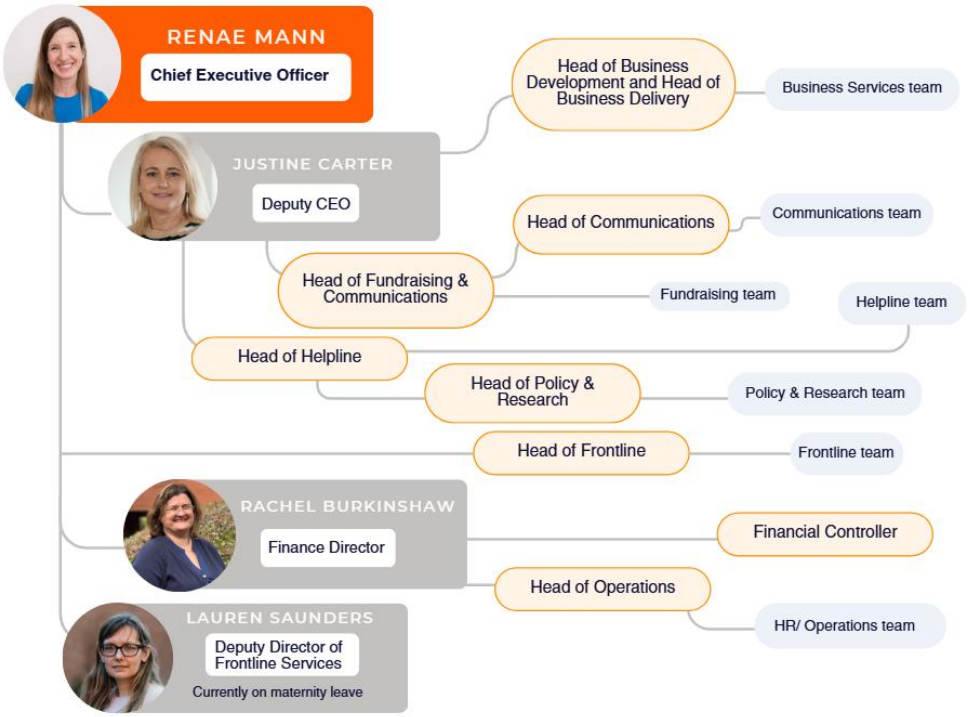
Benefits	
	• 33 days holiday per year (pro-rated equivalent for part time), inclusive of bank holidays • An additional day of paid leave is awarded at the start of each holiday year (maximum of 5 days) • Paid Birthday leave • Long service awards • Enhanced Sick Pay entitlement • Enhanced Maternity, Paternity and Adoption leave • Employee Assistance Programme – counselling for individuals and their families (up to 8 sessions) and a range of wellbeing support resources • Pension contributions • Bike to Work Scheme • Speak Up Staff line • Lone Working system in place

About us

Unseen is a UK charity with its head office in Bristol. We provide safehouses and support in the community for survivors of trafficking and modern slavery and operate the UK wide Modern Slavery & Exploitation Helpline. We also work with individuals, communities, business, governments, other charities and statutory agencies to end slavery for good.

Our vision: A world without slavery. We aim to transform society's response so all can live in a world free from such abuse and exploitation.

Our mission: We're working to end modern slavery by **empowering**, **equipping** and **influencing** others to bring about positive and transformational change.



Purpose of the role

We are seeking a candidate who has lived experience which has fostered an affinity with the experiences and challenges faced by victims and survivors of modern slavery. This may include lived experience of coercive control (including domestic abuse), marginalisation, or the UK immigration system.

Modern slavery can include a range of exploitation and harms. Lived experience is defined as personal, first-hand knowledge and understanding gained through directly living through an event, situation, or challenge, rather than learning about it theoretically or professionally. You will not be required to disclose details of this.

The postholder will support the continuous improvement of Unseen's service delivery and support our research and policy influence work through the facilitation of the Unseen Survivor Consultant group. The postholder will work closely with the Head of Policy & Research, the Senior Policy & Partnerships Officer, the Unseen Survivor Consultant volunteers, Helpline, Business and Communications team and be responsible for facilitating Unseen's Survivor Consultant group.

Key responsibilities and tasks

1. Facilitate and monitor survivor involvement in all relevant Policy & Research activities and training.
2. Support the Senior Policy & Partnerships Officer to deliver research projects.
3. Support Unseen's teams to deliver projects with the Unseen Survivor Consultants.
4. Co-ordinate guest speakers and topics for the Survivor Involvement Program.
5. Provide administration support to Policy & Research Team.
6. Implement the Unseen Survivor Involvement Strategy and advise on organisational approaches to improving lived experience inclusion.
7. Represent Unseen at speaker events to external stakeholders & present on our work.

1. Facilitate and monitor survivor involvement in all relevant Policy & Research activities and training.

- Responsible for day-to-day communication with the Unseen Survivor Consultants, attending weekly meetings, recording meeting minutes and actions, and ensuring actions are followed up and communicated to the wider organisation where relevant.
- Responsible for monitoring Survivor Consultant participation and development needs and responding to any risks or issues that may impact upon the health and wellbeing of participating members.
- Responsible for collaborative working with the Senior Policy & Partnerships Officer to development weekly working group topics and training.
- Responsible for facilitating and arranging weekly consultant meetings, including coordinating and supporting guest speakers for the sessions.

- Facilitate productive conversations amongst the survivor consultant group around a variety of topics in a trauma-informed way, compiling and feeding back actionable insights to Policy & Research team.

2. Support in the delivery of research projects

- Support the Senior Policy & Partnerships Officer in the management of research projects such as planning, mapping, reviewing progress.
- Support in the development of research tools such as questionnaires, interview scripts, focus groups.
- Identify and engage stakeholders, support in development of policy recommendations, present research findings to a range of audiences.
- Facilitate the involvement of the Survivor Consultants in any projects led by other Unseen teams.
- Support external researchers and stakeholders to collaborate with the Unseen Survivor Consultants.

3. Provide administration support to Policy & Research team

- Responsible for day-to-day administration tasks related to survivor consultant groups e.g. collating receipts, managing with petty cash and monthly financial reporting.
- Support the Policy & Research team with ad-hoc administration tasks as required.
- Responsible for prioritising and managing own workload and for using initiative.

4. Promote best practice in supporting survivors.

- Maintain appropriate, boundaried support and unbiased sessions with consultants.
- Support in the delivery of Unseen's Survivor Involvement Strategy.
- Advise the Head of Policy & Research and wider teams on improvements to Unseen's survivor inclusion activities.

5. Represent Unseen at speaker events to external stakeholders & present on our work

- Jointly and independently present information from Unseen's work at external speaker events.
- Provide regular input to lived experience panels that Unseen attends.
- Communicate learnings to relevant Unseen teams to inform our work.
- Attend meetings with key partner agencies on improving lived experience inclusion in service delivery and modern slavery response.

6. General (all staff)

- Embody Unseen's values of being collaborative, honourable, ambitious, dynamic and insightful and work in a manner that embodies Unseen's Code of Conduct.
- Abide by all of Unseen's safeguarding policies and protocols.
- Identify training needs and undertake appropriate training as needed.

Person Specification

We use the Person Specification to shortlist candidates for interview. For competitive personal statements, we recommend referencing with examples how your skillset and experience matches the Person Specification.

Essential Knowledge, Skills and Experience
Lived experience of modern slavery or lived experience that has provided affinity with victims or survivors of modern slavery, such as coercive control (including domestic abuse), marginalisation, or the UK immigration system. Modern slavery can include a range of exploitation and harms. Lived experience is defined as personal, first-hand knowledge and understanding gained through directly living through an event, situation, or challenge, rather than learning about it theoretically or professionally. You will not be required to disclose details of this.
Experience working in a professional working environment with the ability to maintain clear professional boundaries and work in an unbiased and accessible, way with vulnerable people.
Ability to professionally communicate a range of information, both verbally and in writing to a variety of different audiences.
Good knowledge, understanding and ability to advocate on the issues faced by individuals who have experienced Modern Slavery & Human Trafficking.
Ability to work as part of a team and act professionally & collaboratively with internal team and external professionals.
Ability to demonstrate emotional resilience or utilise mental health support tools.
Good time management, administration and organisational skills including the ability to effectively prioritise varied workload and work to deadlines.
Desirable Knowledge, Skills and Experience
Experience of working with vulnerable people.
Experience of facilitating meetings.
Experience of writing reports.
Experience working on research projects.
Experience of project management activities.

An understanding of safeguarding.
Values
Experience of working with vulnerable people.
Proven understanding of and empathy with the needs of those impacted by having been exploited, trafficked and enslaved.

How to apply

1. **Complete Unseen's application form for the role, and;**
2. **Send a copy of your CV to jobs@unseenuk.org.**

If you are unable to complete the form online, please email jobs@unseenuk.org or call us on 0303 040 2888 and we will send a printable version for you to complete.

Please note: The only information from your application that will be shared with the hiring manager is your personal statement and CV.

The deadline for applications is 23:59 on 15th November 2026.

Interviews will likely be held around the week of 23rd November 2026.

We reserve the right to close the vacancy early if we receive the requisite number of applications. For this reason, we encourage interested candidates to apply early.

As an organisation focused on equity, diversity and inclusion, we welcome applications from all sections of the community we serve including those with lived experience of modern slavery, those with diverse backgrounds, cultures, and religion, people of colour, those with disabilities and those from the LGBTQ+ community.

References from previous employers will only be contacted after a job offer. If there are valid reasons for this not to be possible, please mention this on your application.

Any questions, please contact jobs@unseenuk.org or call us on 0303 040 2888.

Thank you for your interest in working with Unseen to achieve our vision of a world without slavery