

# JOB DESCRIPTION



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|------------------------|--|
| <b>JOB TITLE:</b>      | Head of Data and Technology  |
| <b>CONTRACT TYPE:</b>  | Permanent  |
| <b>FUNCTION/ TEAM:</b> | Data & Tech Team   |
| <b>LOCATION:</b>       | London; Hybrid-style working & flexible working conditions   |
| <b>HOURS:</b>          | Full-time, 40 hours per week, inclusive of breaks. <i>(The breakdown of those hours is to be by mutual arrangement and to meet the needs of STOP THE TRAFFIK).</i> |
| <b>REPORTS TO:</b>     | Director of Technology   |
| <b>SALARY:</b>         | £40,596  |

## EQUAL OPPORTUNITIES

As a small charity working to disrupt the global business of human trafficking, gathering intelligence, and delivering campaigns and projects around the world, we recognise that our team is strengthened by the knowledge, experience and insights that people from a wide range of backgrounds bring. As a minimum, we expect all applicants to show a demonstratable commitment to equality and diversity.

## SUMMARY OF THE ROLE

Do you want to work for an organisation building a future where people are not bought and sold?

STOP THE TRAFFIK Group (STTG) is a pioneer in human trafficking prevention. STTG views human trafficking as an illegal business, reliant on: the recruitment of vulnerable people, demand for its services and the ability to move its profits unimpeded. By combining our unique data sets on human trafficking with an intelligence led approach, STTG is actively undermining these three pillars that allow trafficking to continue.

## **SUMMARY OF THE ROLE CONT.**

STTG is seeking a determined individual with the skills and experience in data and technology to manage projects and people which are part of an overall strategy to prevent modern slavery and human trafficking (MSHT).

In this role you would take responsibility for and oversee STTG technology projects. We are looking for a candidate that is naturally results orientated, analytical and can effectively build trusted and long-standing partnerships.

The successful candidate will be driven to expand their skill set in other areas, such as analytics /communications/ learning, to support STTG to achieve their objectives.

## **SUMMARY OF RESPONSIBILITIES**

### **Internal**

- Line management of project officers and project managers
- Maintenance and advancement of the necessary architecture ensuring a stable technology environment with ability to shape and innovate according to need
- Enhancement of data products that build collaboration and prevent human trafficking
- Promotion of intelligence generated from gathered data to drive effective action
- Facilitation of required targeted data collection, analysis and activity across the STTG team and partners, to support strategy and be part of the measurement of impact and change
- Ensure exceptional data security in line with global data regulations
- Leadership of data quality and governance

### **External**

- Ensure data quality from multiple sources, sign-off and load information
- Collaboration with partners to design, embed and/or launch enhanced data products, dashboards and enhancements to prevent human trafficking
- Creation and management of key external NGO and commercial partners with a focus on data and technical innovation and support promoting the intelligence led model and ensuring STT future funding potential
- Provision of insight into preventative anti-trafficking work and skill up the technical capacities of the team

## **PERSON SPECIFICATION**

- Experience in roles relevant to this JDPS including but not limited to: data analyst, database manager, data engineer, coder, developer, DevOps lead, system admin, project manager, or IT consultant.
- Analytical, confident with qualitative and quantitative data
- Experience with SQL (database management), Python and/or Javascript, visualisation tools, and management of IT projects.
- Proven specialist technical expertise in devops
- An understanding of data protection and security
- Test driven development
- Line management experience and/or experience in mentoring or supporting others in a team
- Ability to craft content targeted at specific audiences with a strong ability to interpret feedback and data
- Ability to measure project outcomes and take those learnings forward into next project or task
- Ability to juggle several projects at once at different stages of the process
- Able to facilitate meetings with large numbers of people
- Demonstrable experience building effective and trusted partnerships
- Experience with project management software, PowerBI, AWS, web/mobile app development, Unix (desirable)
- Knowledge of human rights (desirable)

## **PERSONAL QUALITIES**

- A positive leader with excellent communication and interpersonal skills
- Ability to train others with a passion to create a positive learning environment
- Willingness to learn new skills, particularly in areas where there is no previous proven experience
- Excellent time-management and communication skills
- Highly resourceful, organised self-starter, open to innovation with strong attention to detail
- Open to the concept of agile working with an ability to oversee large projects
- Strong sense of empathy with the ability to tell stories from data
- Demonstrable experience building effective and trusted partnerships
- Ability to work under pressure and meet deadlines with ease and efficiency
- Passionate about human rights (desirable)



## **SAFEGUARDING VULNERABLE CHILDREN & ADULTS**

STOP THE TRAFFIK Group 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.

**SIGNED:**

| <b>EMPLOYEE</b>   |  | <b>LINE MANAGER</b> |  |
|-------------------|--|---------------------|--|
|                   |  |                     |  |
| <b>PRINT NAME</b> |  | <b>PRINT NAME</b>   |  |
| <b>DATE</b>       |  | <b>DATE</b>         |  |