

t: 0121 647 1960 (ask for Adavu)  
e: info@adavu.org.uk  
w: www.adavu.org.uk

Twitter: @AdavuProject  
Facebook: AdavuProject



**JOB TITLE:** Adavu Support Caseworker

**LOCATION:** Central office\*, Jericho Foundation offices, Balsall Heath, Birmingham. If agreed with Director, Support Caseworker can work from home on occasion if needs arise. This role will also require the support worker to travel to meet with clients and attend appointments across the West Midlands policing area.

**HOURS:** 16hours/week, including occasional evenings and weekends.

**SALARY:** £11,059 per annum (pro-rated from equivalent full time salary of £25,920)

**START DATE:** as soon as possible

**ACCOUNTABLE TO:** Accountable to the Director and the Adavu Trustees.

**CONTEXT**

Founded in 2011 originally as a project of the Birmingham Methodist District, Adavu (www.adavu.org.uk) facilitates a local response to modern slavery. Adavu CIO is now its own registered charity (no. 1199391) and offers the following:

- Long term support to adult survivors of modern slavery making the transition into a life in the local community
- Advocating justice in relation to the issue of modern slavery
- Building partnerships to prevent and effectively respond to modern slavery
- Raising awareness and understanding of modern slavery to enable others to effectively respond to it

For further information about Adavu, please see [www.adavu.org.uk](http://www.adavu.org.uk) This post is funded by the National Lottery Community Fund.



\* in the event of a pandemic, where legal regulations permit working remotely from home only, then remote working would be a requirement for a temporary period. This would be subject to a risk assessment being carried out and reasonable adjustments to the work environment being explored with the job holder

Adavu CIO is a registered charity in England and Wales (no. 1199391)

Registered Address: Jericho Building, 196-198 Edward Road, Balsall Heath, Birmingham, B12 9LX



## **SCOPE AND PURPOSE:**

To support adult victims/survivors of modern day slavery when facing transition, primarily due to exiting the National Referral Mechanism associated (NRM) initial aftercare, but on occasion, offering support to beneficiaries who have not accessed NRM support but who can be identified as victims or potential victims of modern slavery.

The Support Caseworker will have responsibility for delivering quality casework services based at Adavu's offices at the Jericho Foundation, Balsall Heath, Birmingham, but accepting referrals from across the city and the region.

The post holder will primarily be assisting people on an appointment basis in public places (such as a café) but will also be required to accompany clients to other appointments, or to meet clients in their homes or elsewhere as necessary.

This is to be achieved within the wider context of the work of Adavu.

## **PRINCIPAL RESPONSIBILITIES OF THE SUPPORT CASEWORKER**

---

1. To effectively provide casework support to adult victims/survivors of modern slavery who are in transition. The support worker will be required to hold and deliver their own case load.
  2. To assess each referral for eligibility and suitability for support from Adavu.
  3. For accepted beneficiaries, to then complete an initial assessment, involving identifying the beneficiaries needs, strengths and risks, and agreeing with them on the work plan.
  4. To work with the beneficiaries to then implement their work plan
  5. To refer service users to outside agencies as appropriate for specialist help with issues outside the remit of this post, liaising with other support workers and volunteers to ensure good practice.
  6. To assist the Director in the development and implementation of an effective system for the collection and collation of accurate data. This will include maintaining and updating a beneficiary data base and associated files ensuring accuracy and confidentiality.
  7. To assist the Director with the collation of statistical information and writing of reports, as required by the Director and Trustees.
  8. To attend courses, conferences and meetings relevant to the post in agreement with the Director.
  9. On occasion to be willing to work out of hours or stay away from home over night (with time off in lieu)
-

10. Undertake any task that may be reasonably requested within the scope of the role, and required by the Director / line manager.

**Due to the nature of the work, the post holder must:**

- Be self-motivated and able to carry out their own work programme whilst liaising with the Director and Trustees
- Be involved in regular supervision and appraisal, including attending Trustee Board meetings as required.
- Adhere to relevant Adavu policies and procedures
- Maintain client confidentiality whilst working within Safeguarding procedures and ensure confidentiality, privacy and dignity for beneficiaries.
- Maintain professional boundaries at all times, following guidelines and protocols
- Be willing to respond constructively to the emotional challenges arising from the support of traumatised clients, and work with Adavu’s bespoke support structures to mitigate this, whilst also taking responsibility for own self-care.

**PERSON SPECIFICATION**

---

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>Method of Assessment</b>
<b>1 Education and Training</b>			
1.1 Good standard of education (to GCSE standard or equivalent) including Maths and English.	<b>E</b>		<b>Q</b>
1.2 Relevant qualifications		<b>D</b>	<b>Q</b>
<b>2 Relevant Experience</b>			

2.1 Extensive experience of delivering services to vulnerable clients or to marginalised groups.	<b>E</b>		<b>A, I, R</b>
2.2 Experience working with victims / survivors of modern slavery.		<b>D</b>	<b>A, I, R</b>
2.3 Experiencing of managing and maintaining a client caseload of vulnerable clients.	<b>E</b>		<b>A, I, R</b>
2.2 Experience of networking with other voluntary and community groups	<b>E</b>		<b>A, I, R</b>
2.3 Able to work flexibly, independently and under pressure	<b>E</b>		<b>A, I, R</b>
2.4 Experience of working with people for whom English is not their first language		<b>D</b>	<b>A, I, R</b>
<b>3 Special Knowledge and Skills</b>			
3.1 Knowledge of issues relating to Modern slavery in the West Midlands, UK and Globally.	<b>E</b>		<b>A, I</b>
3.2 Knowledge and understanding of the National Referral Mechanism.		<b>D</b>	<b>A, I</b>
3.3 Knowledge of local support accommodation and aftercare providers for victims / survivors of modern slavery.		<b>D</b>	<b>A, I</b>
3.4 Ability to speak another language currently used by victims represented in the National Referral Mechanism Statistics.		<b>D</b>	<b>A, I</b>
3.5 Knowledge & understanding of the importance of compliance with Safeguarding, Health Safety, and Risk Management Policies & Procedures	<b>E</b>		<b>A, I, R</b>
<b>4 Special Qualities or Aptitudes</b>			

4.1 Able to work flexibly as part of a small team	<b>E</b>		<b>A, I, R</b>
4.2 Able and willing to work alone for periods of time without close supervision	<b>E</b>		<b>A, I, R</b>
4.3 Sensitive towards people of all Christian traditions, those of other faiths, and those of no faith	<b>E</b>		<b>I, R</b>
4.4 Understanding of, and agreement with, the principles of equal opportunities and anti-discriminatory working practices.	<b>E</b>		<b>A, I</b>
4.5 Understanding of, and agreement with, procedures around partner and client confidentiality.	<b>E</b>		<b>A, I</b>
4.6 Enhanced Disclosure check	<b>E</b>		<b>Q</b>
4.7 Willing and able to travel across Birmingham and the West Midlands, and occasionally further afield.	<b>E</b>		<b>I</b>
4.8 Full clean driving license and use of vehicle with business insurance.		<b>D</b>	<b>Q</b>

Method of Assessment    A – Application Form, I – Interview, Q – proof of qualification (certificates or transcripts),  
T – Test, R - References