

Curriculum Vitae
Sanah Khan

Personal details:

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September 2015 - June 2019

MA (Joint honors) in English Literature and History (University of Glasgow)

Overall grade - High 2.1

Work experience

Feb 2024-Present

Cambridgeshire County Council, Community Safety Independent Domestic Violence Advocate, Cambridge.

In this role, I:

Completed a Safelive's qualification (Independent Domestic Violence Foundation where completed 300 hours of work and study to help. Additionally did work with Hourglass to understand and support older clients who were at risk of elder abuse and were abused)

- Respond to and promote the needs of those who have suffered sexual violence.
- Reduce the impact of sexual violence by supporting, educating, informing and advocating for all survivors
- Challenge societal attitudes that condone and collude with sexual violence.
- Provide a pro-active service and advice to victims of domestic violence to keep them and their children safe
- Risk assess and regularly review the risk assessment and deliver service in keeping with the result
- Explain housing, civil and criminal legal options to clients and empower the service user to make their own choices.
- Attend, prepare and present reports at the 3 weekly multi-agency risk assessment conference (MARAC) meeting
- Attend Child Protection Case Conferences both as a support for clients and as a professional presenting a report dependent on circumstances
- Undertake safety planning with clients (crisis and long term)
- Develop an individual care plan to meet individual risk and needs identified for each client
- Ensure that clients receive the appropriate services and responses to which they are entitled
- Understand the legal framework relating to the protection of children, and work within the policies and procedures of the Local Safeguarding Children Board whilst supporting clients within this process
- Support clients through the Criminal and Civil Justice Systems, explaining the procedures and their role and rights within that system.
- **Partially completed the safelives training for** of young people and DA ([Specialist: Responding to young people affected by domestic abuse](#))
- Help clients to develop their own support network

- Refer on and arrange meetings with other agencies/services as necessary, e.g. solicitors, benefits agency etc
- Manage a caseload
- Maintain an up to date record of all cases on an electronic case management system
- Work within internal policies, procedures and protocols to ensure that the safety of the client and their children is kept central to any process
- Keep other relevant agencies informed about important changes in clients situation
- Refer regular difficulties client are having to manager and contribute to efforts to improve procedures and services
- To attend Drop-In Sessions to offer advice and guidance

- Conduct initial need and risk assessments with service users
- Act as an advocate for the client at all times
- Work as a part of two teams, the co-located team and Blue Door Advocacy Team whilst maintaining appropriate boundaries
- Manage a caseload of medium to high-risk clients who are fleeing or suffering domestic abuse or Harmful Practices.
- Offer support advice and guidance to survivors by phone/email/face to face
- Complete CAADA-RISK based assessments, focussing on individual support and safety plans
- Assess risk and support needs of clients and make appropriate referrals to health, welfare, benefits, housing, legal and other services
- Attend court, advocating on client's behalf, advising on all aspects of family /criminal justice system and their legal rights
- Attend Child Protection and MARAC meetings as required
- Maintain accurate and confidential case management records
- Facilitate appropriate safeguarding referrals and keep other agencies informed about important changes in a client's situation within agreed protocols and policies
- Work with the ISVA team to promote and develop the service in accordance with
- EKRCC's policies and ethos and liaise with other agencies as appropriate
- Maintain up to date knowledge on issues relevant to survivors of sexual/domestic violence
- Represent EKRCC at relevant multi-agency meetings and forums as necessary and in discussion with the ISVA Team and other EKRCC services
- Maintain the profile of EKRCC and contribute to the organisation's marketing and profile
- Support with institutional advocacy to relevant agencies
- Take responsibility for lead area(s) of work: looking at in best practice within the team/ organisation, linking with relevant agencies and undertaking additional training to support this piece work
- CAADA/Safe Lives or DAPA qualification (completion of accredited training which takes place in Cambridge over a 6 month period. The training is with the Lime Culture ISVA development programme- I am due to complete this in Dec 2024.)

Dec 2023- Dec-2024

Refugee Resettlement officer at Bridging Hotel for ARAP & ACRS families, Kent

In this role I:

- Work with Afghan Families who came under Operation Pitting to the UK to escape persecution from the Taliban.
- I help new families assimilate into the UK system, liaise with Home Office Liaison Officers (HOLOs) whilst they temporarily reside in Bridging hotels. To coordinate the support given

to Afghans living temporarily in the Kent bridging hotels. Such as assessing needs, ensuring key services are being accessed and that families are being prepared to live independently in the UK

- Discuss with the families the role the DWP play initially when setting them up with life in the UK
- Find housing for large families with complex needs, while working to ensure satisfaction and encourage them to be able to live on their own and not become institutionalized.
- Liaise with other Local Authorities to try move families on to other places within the UK.
- Actively working with the Afghan families in the hotels to help them identify suitable private sector move-on accommodation and to help them understand the costs and responsibilities involved in taking on a tenancy.
- Meet with key partners like Clarion Housing & Migrant Help, as well as district councils, the Home Office, Department for Levelling up, Housing and Communities, key KCC services, Health, DWP, voluntary sector etc.
- To collate information and prepare reports, as required, on the operation of the bridging hotel support.

May 2022- Dec. 2022

Locum Project worker at Winter Comfort, Cambridge.

In this role, I:

- Work directly with homeless men and women providing support and well-being.
- Working with Cambridge local council to increase funding during the cost-of-living crisis
- Focusing specifically on victims of gender-based violence, have undergone training to facilitate the rehabilitation of vulnerable people back into society.
- To provide emotional and practical support to prepare Service Users to move into accommodation once a placement is confirmed, working with internal and external colleagues.
- Working flexibly with Wintercomfort and the wider community (such as Jimmy's, Cambridge Cyrenians and Cambridge Council) to provide outreach and support services in person, sometimes in their own home and via text, email, telephone, and video calls.
- Focus on resettlement-based support along with the Housing Support Advisor to ensure Service Users access the most suitable housing pathway for their individual needs. To take the lead on all housing related referrals for Service Users.
- To provide housing related life skills guidance and support to enable Service Users to maintain their own homes, such as housekeeping and budgeting skills including support to set up and manage all utilities.
- To ensure that Service Users have access to training opportunities via our Social Enterprise's to support housing related life skills.
- To provide on-going long term tenancy support to Service Users moving into private rental housing or housing pathways without any on-site support.
- To hand over post tenancy support to accommodation providers at a suitable point in the Service User support pathway.
- To ensure all Service Users have access to external grants and funding to support their individual needs to maintain their accommodation.
- To enable Services Users to access the internal 'Home Furnishing' Fund to ensure all Service Users who move into accommodation are supported with the appropriate items: floor coverings, white goods, basic furniture, and home furnishings.
- To ensure that accurate records are kept to document the support services provided to Wintercomfort's service users. Ensuring that record keeping meets the

requirements of internal and external monitoring of outcomes, assisting with reports and case studies to funders.

October 2021- May 2022

Parliamentary Personal Assistant to MP Imran Ahmad Khan, Parliament, Wakefield.

In this role, I:

- Organised office administration, providing executive support to the Member of Parliament
- Diary Management travelling from and to Wakefield meeting constituents, small businesses and working to ensure the Member of parliament meets a wide range of people to ensure the best for his constituency. Managed a team a of two interns to produce daily memos and research for the Member.
- Government policy research and understanding of a wide range of policies. I focused on aid and multilateral cooperation. Tracked and corresponded with government bodies and Defense departments to summarise and report back to constituents the progress of their claims and concerns surgeries where I listened to constituents' issues and was able to provide help in reverse mortgages and bailiff entry. Dealt with a wide range of policy issues and casework, responding to each query and constituent with respect and honesty regarding our office and the governments views on issues from scaffolding and fire safety, child neglect and safety.
- Researched ever changing policies and drafted reports and speeches for the member of Parliament. Used drafting skills to create comprehensive and concise documents and took detailed notes at weekly meetings in preparation of meeting constituents.
- Event Management coordinated and assisted MP surgeries meeting many people by using social media platforms to try and get as many people as possible to come to the office.
- Public Relations, where I developed an understanding of the MP's tone of voice and tried to get a larger audience and following. Compiled an email marketing plan and curated content for strategic social media promotion and advertising. Contacting journalists and other politicians and members of the community to have debates or caucuses.
- Public Policy, guided constituents through processes and informed them of options to ensure the highest levels of satisfaction with services received.
- Administrative Assistance, I maintained accurate filing of records and documents and increases ease of finding documents.

October 2020 – October 2021

Administration Assistant - Addenbrookes Hospital, NHS, Cambridge

In this role, I:

- liaise with the medical team in radiotherapy and the patients;
- organized transport for vulnerable patients and their families;
- manage expectations and engage with patients of all ages;
- Train new colleagues; and
- Undergo intensive training due to ever-changing COVID regulations and procedures.

September 2016 - June 2019

Living Support Assistant - University of Glasgow

This role required me to work with young people and make their university experience enjoyable.

- provide round-the-clock advice and support to residents to create a safe, healthy and harmonious atmosphere for all by organising social events such as movie nights, the Oscars, and Eurovision, as well as diverse religious events like Holi, Eid, Purim and Chinese New Year; and
- protect the wellbeing of my residents. I received rigorous training each year in logistics; first aid; health and safety; sexual harassment; and mental health.

December 2016 - February 2020

Co-founder of Glasgow Refugee and Asylum Seekers (GRASS) - Glasgow

1. I co-founded GRASS to increase awareness of the issues which refugees and asylum seekers faced within the Scottish legal system and to provide aid.
2. I met with several Scottish MPs and the Glasgow Chamber of Commerce to organise fundraisers with partner charities and local businesses. To do this, I worked with immigration lawyers and local Scottish MPs to change social attitudes regarding young unaccompanied minors.

June 2018 - June 2019

Treasurer, Glasgow International Student Theatre (GIST), Glasgow

My two friends and I founded this new society, established to demonstrate and represent our various cultures (Croatian, Hungarian and Pakistani) on the Scottish theatre scene.

My role was to:

1. liaise with various artistic communities in Glasgow and Edinburgh to secure funding; and
1. forge relations with many neighboring theatre groups such as the Caledonia University, Strathclyde University; University of Herriot Watt and Edinburgh. Collaborated cross-functionally with over 10 to develop relationships with other creative individuals and
2. Managed the annual budget and coordinated with over 20 career outreach events (virtual and in person)
3. Controlled all club invoice management as well as the negotiation of theatre space rental formally.

December 2017 — January 2020

Community Outreach Officer and Logistics Coordinator, Refuweege, Glasgow

Refuweege helps asylum seekers and refugees in Glasgow. It provides warm clothes, toys, sanitary items and food donated by the public to refugee camps across Europe. It also worked with

young people in detention centers to find them suitable accommodation and livelihoods. My overall contribution was to manage services, special events and updating policies and procedures and provide general administrative support.

In my role here, I:

1. Organised box drop-offs of vital aid;
2. Met and liaised with organisations such as Tesco, Co-operative and Celtics Football to raise funds to help displaced peoples in Glasgow;
3. Using my connections at Emirates Airlines, enabled medical aid to be delivered to Calais, Bulgaria and Italy for free. I ensured that donated items were of a high standard of cleanliness before the goods were sent; and
4. Managed my line manager's calendar and the team diary to reflect social events with local charity groups such as Glasgow Night Shelter and Glasgow Refugee and Asylum Seekers (GRASS).

References :

Alisdair Banks, Head of Logistics at Refuweegee

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Lynn Bridgehouse, Directorate Support Manager at Addenbrookes Hospital Cambridge,

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