



Job Description: Program Officer

LOCATION: LONDON OFFICE

REPORTING TO: DIRECTOR OF PROGRAMS

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global fight against modern slavery. It:

- **generates** private funding by demonstrating how effective interventions can protect those at risk of being enslaved and free those in slavery.
- **invests** in those countries and sectors with the greatest incidence of slavery.
- **analyses** which interventions work best, and **shares** that knowledge.
- **brings** together a community of activists committed to ending slavery and empowered by the knowledge of how best to do so.

The Freedom Fund has programs in northern India, southern India, Ethiopia, Thailand, south-eastern Nepal and central Nepal. It currently supports and funds approximately 100 organisations in these regions, the vast majority of which are frontline, community-based NGOs. It also works to influence global policy by commissioning and sharing research and amplifying the voices of its partners.

About the position

This is a new role for an up-and-coming generalist who can excel in many different areas and is an outstanding writer. The successful candidate will draft policy memos, presentations, and other written material for senior staff and external partners, manage special projects, and oversee a small portfolio of grants. S/he will join the London-based team and work with a variety of Freedom Fund staff and partners on the ground across a range of initiatives.

Responsibilities

- Draft a range of written material for internal and external consumption, including policy memos, reports, presentations, and updates on the Freedom Fund's work
- Manage special projects that do not fit easily in other team members' portfolios
- Represent the Freedom Fund at relevant policy fora and events on modern slavery
- Oversee a small portfolio of grants, monitoring performance of existing investments and identifying new opportunities for support
- Contribute as needed to the Freedom Fund's global and movement-building initiatives
- Provide research and other support as directed

Qualifications and experience

Essential

- Five years of directly relevant experience, including significant work on human rights or development challenges
- Experience of writing for a policy and donor audience
- Bachelor's degree
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund

Desirable

- Advanced degree
- Experience in the anti-slavery sector and in countries with a high incidence of slavery
- Experience in grant-making
- Knowledge of languages other than English

Personal attributes

Essential

- Outstanding oral and written communication skills and ability to communicate complex information in plain English
- Team player committed to the Freedom Fund's values and passionate about human rights issues.
- Flexible, "can-do" attitude
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction
- Ability to build relationships with a wide range of individuals from diverse backgrounds

Desirable

- Skilled at presenting information in an accessible way through charts, tables, and other graphics

Compensation

- £37,000-£42,000 per annum plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and childcare voucher schemes available.

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of three referees.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'Program Officer' in the subject line before **9am GMT on Monday, 17 July 2017**. Please note that only candidates selected for further consideration will be contacted. No phone calls please. No agencies please.

The Freedom Fund is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Applicants must be eligible to work in the United Kingdom.