



Job Description: Program Officer (Maternity Cover)

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.

About the position

This is an exciting and demanding role for an outstanding individual with experience in managing and implementing development and human rights programs. The successful candidate will oversee a portfolio of the Freedom Fund's investments in Nepal, with potential for involvement in other areas of work as well. S/he will join a small London-based team and work closely with the Freedom Fund's partners on the ground to design and deliver quality programs, measure their impact, and support research and learning on behalf of the wider anti-slavery sector. This is a maternity cover position of 6-12 months. However, the organisation is in a growth phase and there is a good possibility that other opportunities will become available at the end of the contract.

Responsibilities

- Oversee Freedom Fund investments in Nepal and other locations as requested
- Set and periodically review hotspot strategies
- Monitor program performance against objectives
- Manage relationships with relevant grant management staff and partners
- Commission/manage program evaluations by independent research institutions and ensure that lessons are appropriately shared and acted upon
- Oversee or contribute as needed to the Freedom Fund's global and movement-building initiatives

- Provide research, M&E and other support as directed

Qualifications and experience

The Freedom Fund seeks an energetic, thoughtful and committed Program Officer, capable of operating with a high level of professionalism in a range of global settings. The successful candidate will have experience working with poor and marginalised communities and a track record of implementing development programs with a strong monitoring and evaluation component.

Essential

- At least five years' of directly relevant experience, with significant time in a developing country
- Direct experience of working with marginalised communities
- Experience employing rigorous monitoring and evaluation techniques and clear understanding of possibilities and limits of M&E in development
- Experience working with private and public donors
- Experience preparing and managing budgets
- 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
- Knowledge of languages other than English
- Experience in grant-making

Personal attributes

Essential

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

Compensation

- £37,000-£44,000 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 (Maternity Cover)' 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.