Consultancy Description: Program Advisor

LOCATION: RECIFE, PERNAMBUCO
FULL TIME CONSULTANCY POSITION
REPORTING TO: PROGRAM MANAGER

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery. It:

- **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.
- **generates** funding by demonstrating how effective interventions can protect those at risk of being enslaved and free those in slavery.

The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Myanmar, Nepal, and Thailand working on communities affected by slavery, and collectively they have had an impact in over 1 million vulnerable people.

About the position

The Freedom Fund is seeking a Program Advisor to support the implementation of our program in the Metropolitan Region of Recife, in Pernambuco, Brazil. The Program Advisor will work closely with the Program Manger based in Brazil, and with other Freedom Fund staff based in the UK. The successful candidate will have a range of responsibilities including managing grants to local partners working in the region, conducting site visits, identifying, and managing relationships with suppliers, supporting a community of practice among grant recipients, monitoring results, and reporting impacts, providing logistic support, and convening meetings and events.

The position will be an independent contractor to the Freedom Fund and not an employee of the organisation. As a consultant, the position is not eligible for any employee-related benefits, plans or programs of the Freedom Fund. The consultant is expected to provide their own workspace to successfully carry out the deliverables listed below.
This is expected to be a full-time assignment. The successful candidate will be given a one-year contract which will be reviewed annually with the potential for renewal.

About the program

The commercial sexual exploitation of children (CSEC) is a vast but invisible problem in Brazil. The pandemic has further exacerbated the exploitative circumstances that vulnerable children and their families are subject to and increased their risk of being trafficked and sexually exploited. Building on the Freedom Fund’s successful hotspot model, the Brazil CSEC hotspot program, Com.Direitos, works in direct partnership with local civil society, as well as in collaboration with local government and businesses, to drive the strategic changes needed to eradicate the commercial sexual exploitation of children in the Recife Metropolitan Region, in Pernambuco, and demonstrate a workable model that can be used in other regions of Brazil. To achieve this goal, the program has the following objectives:

• Improved policies to confront CSEC and greater coordination among stakeholders to hold the government accountable for their implementation.
• Scientific knowledge about CSEC and survivors’ voices inform policies and programmatic responses.
• Vulnerable children and survivors have more support, information, and skills to protect themselves from and safely exit from CSEC.
• Social acceptance and demand for commercial sexual exploitation of children is decreased.
• Frontline organisations and survivor groups are strengthened to work together and improve their responses to CSEC.

We will assess the program’s impact through a range of research methods, including an in-depth prevalence study at baseline and endline, which will enable us to develop learning and approaches that can be scaled nationally.

Responsibilities

Working with a range of teams in London, including finance, HR, programs, fundraising and communications, as well as colleagues in Brazil i.e., the Senior Program Manager, Program Manager and Program Advisor in Brazil, the successful candidate will manage and implement the Freedom Fund’s program in the Metropolitan Region of Recife (RMR). Responsibilities will include, but are not limited to:

Monitoring and implementation support:
• Support implementation of the program in the RMR districts, working closely with local grantee partners, local government officials, and other key stakeholders.
• Work closely with local grantee partners to ensure they are able to meet donor compliance requirements and to complete financial and narrative reports.
• Conduct regular office and program site visits of grant recipients.
• Facilitate reviews of grant recipients’ operations, processes, and policies, such as financial reviews and organisational capacity assessments.

Reporting and data management:
• Review grant recipients’ quarterly data and financial reports, giving feedback and supporting grant recipients to improve quality of their reporting.
• Provide financial oversight of grant recipient budgets and ensure strong financial management and reporting.
• Support the coordination of program-level research and evaluation projects among grant recipients.

Capacity enhancement and learning:
• Identify and coordinate work with technical assistance providers.
• Coordinate and attend various meetings for a diverse range of stakeholders, including grant recipients, government stakeholders, and other service providers.
• Contribute to the development and coordination of capacity building plans for grant recipients.
• Assist in the development and facilitation of a learning community/network of implementing organisations/partners, and their outreach and advocacy.
• Contribute to the design and implementation of local and national level advocacy strategies, working closely with government representatives and advocacy networks.

Other support to the Freedom Fund team:
• Provide logistical support for Freedom Fund representatives and other donors to visit the program.
• Communicate progress, challenges, and lessons learned related to program deliverables with members of the the Freedom Fund team on a regular basis.
• Collaborate with other members of the Freedom Fund in other countries and headquarters, as needed.
• Carry out other relevant assignments on behalf of the Freedom Fund, as requested.

Qualifications and experience

The Freedom Fund seeks a committed, thoughtful, and self-motivated Program Advisor, capable of working with limited supervision and of quickly establishing effective relationships with a wide range of stakeholders. The successful candidate will have experience working with poor and marginalised communities and a track record of successful program management and implementation.

Essential
• 5-7 years of experience in project management/coordination and community development in Brazil.
• Knowledge of and experience working in the areas of human rights, violence against children, child labour, human trafficking, community development or related issues.
• Experience in managing grants and projects.
• Experience in monitoring and evaluation of grants and programs, including data collection, data management, and financial monitoring.
• Experience working with vulnerable populations in a highly sensitive environment.
• Fluency in English.

Desirable
• Experience liaising with and hosting donors.
• Grant making experience on behalf of an international organisation to local civil society organisations.
• Knowledge of and experience in other key areas, such as, workers’ rights, economic empowerment, mental health, migration, environmental rights, an asset.
• Knowledge and experience working with the movement to tackle sexual violence against children in Brazil, and/or child labour, human rights, or anti-human trafficking initiatives.
• Experience managing projects funded by institutional donors (such as JTIP, EU, USAID) is highly desirable.
• Experience of victim/witness protection, safeguarding challenges, and risk management strategies.

Personal attributes

Essential
• Committed to the Freedom Fund’s values and passionate about human rights issues.
• Strong communications skills.
• Detail oriented with the ability to manage and track data across multiple grant recipients.
• Strong group facilitation skills and community organising skills.
• Strong problem-solving, analytical, and organisational skills.
• Ability to manage multiple deadlines.
• Ability to take initiative and work independently.
• Ability to form good working relationships with survivor groups, local grantee partners, government, INGOs, and other local stakeholders.
• A positive attitude, willingness to support team members to meet short-term needs in a fast-paced environment.
• Proven experience working effectively in a cross-cultural team.

Location
• As this is based in Recife, strong preference will be given to candidates who reside in the Recife Metropolitan Region.

Compensation

• $40,388 - $41,451 USD per annum, dependant on experience
• 33 days of annual leave, inclusive of national holidays.
• Medical insurance contribution of up to $4,800 USD per annum.

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two professional referees, one of which must be the applicant’s current / most recent line manager or current / most recent Head of HR.

Please send applications by email in PDF format to jobs@freedomfund.org, including ‘Program Advisor – Brazil’ in the subject line before 9am GMT on 6th January 2023.

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 opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in Brazil.

The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.

The Freedom Fund prioritises Safeguarding. As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC] which highlights any connections to terrorism or trafficking. Any offer of employment or consultancy with The Freedom Fund will only be made following both successful background checks being conducted on the applicant and upon receipt of satisfactory pre-employment checks by former employers. Such checks may be updated periodically during the course of the period of employment or consultancy. By submitting a formal application, you agree to the Freedom Fund carrying out these checks.