



# Job Description: Senior Research & Evaluation Manager

**LOCATION:** London office, New York office, Addis Ababa office, or remote working from Brazil or Washington D.C.

**TERM:** Full time 37.5 hours per week (UK) / 40 hours per week (other locations)

**REPORTING TO:** Head of Research & Evaluation

**DEADLINE FOR APPLICATION:** 10am UK time, Monday 25th October 2021

## About the Freedom Fund

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The Freedom Fund ([freedomfund.org](https://freedomfund.org)) is a leader in the global movement to end modern slavery. We identify and invest in the most effective frontline efforts to eradicate modern slavery in the countries and sectors where it is most prevalent. Partnering with visionary investors, governments, community-based organisations and those at risk of exploitation, we tackle the systems that allow slavery to persist and thrive.

In its first seven years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Myanmar, Nepal and Thailand. Many of these are grassroots NGOs working in communities affected by slavery, and collectively they have had a direct positive impact on over 900,000 vulnerable people.

The Fund supports interventions at the community level and also seeks to change broader systems, including weak government policy and enforcement, irresponsible business practices and harmful social norms. We seek to build civil society coalitions and foster social movements to help drive change from the bottom up, while also working internationally to influence the global systems that allow slavery to persist. The Fund has built a reputation for excellence and is backed by a diverse group of donors.

## About the position

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The Senior Research & Evaluation Manager is an exciting role for an ambitious individual looking to guide and help deliver an influential portfolio of research. The successful candidate will help shape our overall research strategy, directly supervise external studies across four countries and play a critical role in sharing research findings and lessons learnt with the broader anti-slavery community.

This post will report to the Head of Research & Evaluation and work closely with Freedom Fund colleagues at all levels, as well as with civil society organisations and academic partners around the world. The Research & Evaluation team is based in our London office, the Freedom Fund also has offices in New York and Addis Ababa, and we will also consider candidates who can work remotely from Brazil or Washington D.C. When covid-19 restrictions are lifted and safe to do so, this post will also require some international travel.

## Responsibilities

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- Supervise a portfolio of research and evaluation projects being implemented in Brazil, Ethiopia, Indonesia and Thailand, the majority of which have been commissioned and are led by external Principal Investigators with in-country teams. Manage the performance of research partners and subcontractors to ensure timely and high-quality deliverables that are useful for informing programmatic and policy decisions.
- Practise effective grant management on research contracts with a combined value of USD 600k - 800k per annum, ensure that grantees and subcontractors are making the best use of charitable resources and adhering to sound methodological and ethical principles.
- Collaborate with researchers across a wide spectrum—from grassroots organisations to world-leading universities—to develop robust quantitative and qualitative methods, and participatory approaches to measure modern slavery and assess program performance. From time to time, perform secondary analysis of data and document findings via written reports and presentations.
- Communicate the Fund's research and evaluation projects to external stakeholders, including policy makers and advisors, frontline service providers, donors, academics and researchers, and others in the anti-slavery movement.
- Help Freedom Fund colleagues interpret and learn from the latest research by the Freedom Fund and others, in order to ensure that our work is informed by emerging evidence and best practices from across the anti-slavery movement.
- Work closely with Finance and Administration colleagues to prepare grant agreements, monitor budgets and financial payments, review progress reports and prepare donor reports to demonstrate the transparent use of research funds.
- Support the monitoring & evaluation of Freedom Fund's hotspot programs, ensuring adherence to the Freedom Fund's framework ([freedomfund.org/programs/monitoring-evaluation/](https://freedomfund.org/programs/monitoring-evaluation/)). From time to time, provide training and support to frontline organisations that we fund, to help advance their knowledge of M&E principles and improve overall data quality and timeliness.

## Qualifications and experience

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### Essential

- At least seven years of experience managing international research projects. Direct involvement in the entire lifecycle from beginning to end, including management of project timeline, contract, budget, risk management and external communications, as well as subcontractor management and donor reporting.
- Proven track record in designing research protocols, securing ethical approval, managing data collection, and leading on analysis and reporting across a range of contexts.
- Demonstrated interest in the issue of modern slavery, or related topics such as gender-based violence, workers' rights, trafficking-related crimes and other human rights issues.
- Strong quantitative and data analysis skills, advanced proficiency with Excel and preferably intermediate proficiency with R or Stata. Familiarity with statistical concepts, sampling approaches and interpretation of results.
- Understanding of qualitative research, particularly studies that involve sensitive topics, participatory methods and/or collaborations with vulnerable and hard-to-reach populations.
- Knowledge of compliance and reporting requirements for government-funded research projects, particularly projects funded by United States and/or European Union government donors.
- Outstanding written and verbal communications skills in English, ability to use 'plain English' in explaining complex concepts and to present information in succinct and visually compelling ways.

- University degree (bachelors or higher level) in economics, statistics, demography, epidemiology, social science or other related fields.
- Strong interpersonal skills and cross-cultural awareness, ability to work effectively with academic experts, institutional and private donors, and frontline civil society organisations in remote locations.
- Willingness to work flexibly to accommodate colleagues working in multiple locations and time zones.

### Desirable

- Experience working or living in Brazil, Ethiopia, Indonesia and/or Thailand. Proficiency in Portuguese, Amharic, Indonesian and/or Thai would be a strong advantage.
- Familiarity with GIS data, social network analysis, or use of machine learning to draw insights from large public or private datasets would be viewed favourably.

## Compensation

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### UK (London)

- £52,500 to £58,000 per annum, commensurate with experience. Plus 10% non-contributory pension scheme.
- 25 days vacation per annum, plus UK public holidays.
- Season ticket loan and cycle scheme available.

### US (New York or Washington D.C.)

- \$94,500- \$104,500 per annum, commensurate with experience. Plus 5% employer sponsored 401k contribution (non-matched).
- 25 days vacation per annum, plus 8 national holidays.
- Generous health benefits package with full coverage of monthly premiums for medical, dental and vision.
- Additional cover is provided for spouses and dependants.
- Generous parental leave allowance and pay.

*For candidates based outside of London, New York or Washington D.C., the package above will be location adjusted.*

## Application procedure

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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. Referees will not be contacted until final stages of the recruitment process and we will notify the applicant beforehand.

Applicants must be entitled to work in the US or UK without work permit sponsorship by the Freedom Fund, unless applying from another location, where they will need to prove entitlement to work within their country of residency.

Please send applications by email in PDF format to [jobs@freedomfund.org](mailto:jobs@freedomfund.org) and use 'Senior Research & Evaluation Manager' in the email subject line. **Deadline for application is 10am UK time, Monday 25<sup>th</sup> October 2021.**

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 encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socioeconomic backgrounds.

**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 forms of modern slavery.**

*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.*