



Job Description: Program Advisor – Freedom Rising

LOCATION: TAMIL NADU (INDIA)

REPORTING TO: PROGRAM MANAGER (FREEDOM RISING)

About the Freedom Fund

The Freedom Fund is a public charity and philanthropic initiative dedicated to identifying and investing in the most effective frontline efforts to end slavery. The Freedom Fund currently supports over 120 partners in seven hotspots in India, Nepal, Thailand and Ethiopia. In addition, the Fund has also launched global initiatives on supply chains, strategic litigation, the treatment of mental trauma and safer migration.

Since 2015, the Freedom Fund has been supporting partner organisations in Tamil Nadu (Southern India hotspot) through a program aimed at ending forced and bonded labour of adolescent girls in the garment industry. The Freedom Fund works closely with a wide range of organisations and businesses, as well as government, to reduce young workers' vulnerability to exploitation, strengthen mechanisms for worker protection, and help survivors to emerge from abuse.

About the Freedom Rising Program

The Freedom Rising Program (FRP) is a leadership and networking initiative of the Freedom Fund, designed to invest in a new generation of frontline practitioners, especially women and survivors, working with communities vulnerable to human trafficking.

The program includes 12 months of leadership and skills training, designed to fit the needs of the local context, after which participants will join the program's global alumni network. The training will be complemented by ongoing efforts to strengthen leaders' networks and support them to play more active roles in the global anti-slavery movement. We plan to launch a pilot of the FRP in Tamil Nadu in June 2020 and subsequently roll out to other countries, such as Thailand, Ethiopia and Nepal.

About the position

The Freedom Fund seeks a consultant to act as Program Advisor for the Freedom Rising Program. This is an exciting opportunity for an outstanding individual to support the successful launch and delivery of the FRP. You will be supporting the implementation of this program in Tamil Nadu, and will be responsible for key elements of the program, including the participant selection process, mentoring program, monitoring and evaluation, and finance.

You will work closely with the Freedom Fund's South India hotspot team, and report to the Program Manager for Freedom Rising (based in London). You will also work closely with other Freedom Fund colleagues, as well as with civil society organisations and training partners.

The Program Advisor will be an independent contractor to the Freedom Fund and not an employee of the organisation. The consultant is not eligible for any employee-related benefits, plans or programs of the Freedom Fund, and the consultant is expected to provide their own workspace to successfully carry out the deliverables listed below. This is a part-time position at 60% (3 days per week) for 6 months, starting immediately, with a possibility for extension.

Responsibilities

- Facilitating the recruitment and selection process for participants and mentors.
- Contributing to the curriculum development process, including organising and attending stakeholder meetings and workshops, and advising on local curriculum development needs.
- Supporting and liaising with participants, mentors and participant organisations during the training program.
- Attending and providing logistical support for training modules, including arranging travel for participants and supporting training activities as necessary.
- Administering participant grants and stipends and managing payments for staff and participant expenses and program logistics.
- Gathering evaluation data and monitoring progress against program objectives.

Qualifications and experience

The Freedom Fund seeks a dedicated, 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 in successful program implementation.

Essential

- 5 years' experience in project management / coordination in the development or charitable sector.
- Experience working with frontline / grassroots organisations in India
- Experience in monitoring and evaluation of programs, including data collection, data management, and financial monitoring.
- Experience coordinating and liaising with a range of stakeholders, including donors, external consultants, and partner organisations.
- Experience organising events and producing communications
- Experience managing budgets
- Must reside in Tamil Nadu

Personal attributes

Essential

- Fluent in Tamil and English. Other Indian languages an asset.
- Very high organisational skills, including event planning and logistics.
- Ability to work with minimal supervision
- Excellent interpersonal skills, including ability to appropriately handle complaints and conflict and to provide support to a variety of individuals.
- Basic recruitment skills, including identifying, inviting and screening candidates.
- Marketing and communications
- Budget management
- Data collection (including conducting interviews and surveys)
- Program monitoring and reporting.

Compensation

- USD1,100 per month for 3 days per week.

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 Advisor – Freedom Rising' in the subject line before **9am GMT** on Monday 24 February. 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.