



Job Description: Program Advisor

LOCATION: PREFERABLY BIHAR OR UTTAR PRADESH (INDIA)

FULL TIME POSITION

REPORTING TO: PROGRAM MANAGER

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 forced labour and human trafficking. Since 2014, the Freedom Fund has been supporting partner organisations in Bihar and Uttar Pradesh (Northern India hotspot) through a program aimed at ending bonded labour, human trafficking, and the worst forms of child labour. The Freedom Fund works closely with a wide range of organisations, as well as government, to reduce individuals' vulnerability to exploitation, strengthen mechanisms for protection, and help survivors to emerge from abuse.

The Freedom Fund now has programs in India, Ethiopia, Thailand, Nepal, Brazil and Myanmar. It currently supports and funds over 140 partners around the world.

About the position

The Program Advisor will have a range of responsibilities, including managing grants to local partners, conducting site visits, supporting a community of practice among grant recipients, monitoring results, coordinating policy engagement and sharing of partners' experiences with government, and convening meetings and events for partners, government officials, and other stakeholders.

The consultant 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.

Responsibilities

Working with other consultants, the Program Advisor will manage and implement the Freedom Fund program in Northern India - which will include, but is not limited to, the following:

- Provide guidance and support to Freedom Fund partners in achieving goals and objectives.
- Provide advice to the Freedom Fund for the Northern India hotspot program, working closely with community-based organisations, local officials, and other key stakeholders.

- 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.
- Contribute to the development and coordination of capacity building plans for grant recipients.
- Provide assistance to grant recipients to ensure the completion of impact reports and narrative reports.
- Provide financial oversight of grant recipient budgets and ensure strong financial management and reporting of grant recipients.
- Support the coordination of program-level research and evaluation projects among grant recipients.
- Assist in the development and facilitation of a learning community of implementing organisations, and their outreach to government.
- Identify, vet, manage relationships, and coordinate work across the hotspot with new and existing technical assistance providers.
- Coordinate various meetings for a diverse range of stakeholders, including grant recipients, government stakeholders, and other service providers.
- Coordinate logistics and lead program site visits with Freedom Fund representatives and other donors.
- Contribute to the strategic planning for next stages of program development, as needed.
- 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 directed

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

- 10 years of experience in project management/coordination and community development in India.
- Grantmaking experience on behalf of international organisations to local civil society organisations.
- Experience in monitoring and evaluation of grants and programs, including data collection, data management, and financial monitoring.
- Experience in conducting financial reviews and organisational capacity assessments.
- Experience liaising with and hosting donors essential.
- Knowledge and experience working on anti-human trafficking / forced and child labour initiatives; experience in other key areas such as agricultural bonded labour, economic empowerment, gender-based violence, mental health and reproductive health an asset.
- Experience in engaging with government stakeholders.
- Experience working with vulnerable populations in a highly sensitive environment.

Personal attributes

Essential

- Fluent in Hindi and English. Other Indian languages an asset.
- High proficiency with Microsoft Office tools (especially Word and Excel); experience with grant management databases an asset.
- Strong group facilitation skills and community organising skills.
- Detail oriented with the ability to manage and track data across multiple grant recipients.
- Strong problem-solving, analytical, and organisational skills.
- Ability to manage multiple deadlines.
- Ability to work closely with government, INGOs, and other local agencies.
- A positive, team-centric attitude and willingness to support team members to meet short-term needs in a fast-paced environment.
- Proven experience working effectively in a cross-cultural team.

Compensation

- USD 24,000 – USD 27,000 per annum, depending on experience.
- 33 days of annual leave, inclusive of national holidays.
- USD 500 per annum for health insurance.

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 – Northern India' in the subject line before **9am GMT on Monday 14th December 2020**.

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 socio-economic backgrounds. Applicants must be eligible to work in India.

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.