

Job Description: Program Officer, Corporate Accountability

LOCATION: LONDON OFFICE

REPORTING TO: SENIOR PROGRAM MANAGER, CORPORATE ACCOUNTABILITY

About the Freedom Fund

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

- **invests** in those countries and sectors with the greatest incidence of modern slavery.
- **analyses** which interventions work best and **shares** that knowledge.
- **brings together** a community of activists committed to ending extreme exploitation 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 exploited and free those in situations of exploitation.

The Fund operates programs in Ethiopia, India, Nepal, Thailand and Myanmar and will open new programs in Brazil, Indonesia and Bangladesh in 2021. It also works to create systems change at the global level, by generating knowledge, solutions and actions that influence governments, inter-governmental organisations, businesses and funders to end modern slavery.

About the position

This is an exciting new role for an up and coming business and human rights specialist to support the rapid expansion of the Freedom Fund's corporate accountability initiative. This initiative focuses on cutting-edge programming to address forced labour in global supply chains through campaigns, investigations and strategic litigation. The successful candidate will manage the grant portfolio, from grantee selection to due diligence and implementation of monitoring and evaluation processes. S/he will help to support the implementation of current programs focused on the apparel industry, input into the development of new workstreams and coordinate external engagement activities including workshops and convenings. S/he will join the London-based team and report to the Senior Program Manager for Corporate Accountability, working closely with other Freedom Fund colleagues at HQ and international level.

Responsibilities

- Oversee the corporate accountability grant portfolio, managing grant selection processes and implementing monitoring, evaluation and learning strategies to ensure the effective performance of existing investments
- Support the implementation of the global apparel program, including coordination of international and grassroots civil society partners
- Support the development of new corporate accountability programs through desk-based research and analysis
- Support the team in identifying and developing new fundraising opportunities
- Coordinate external engagement activities, including organisation of workshops and convenings
- Monitor national and international policy and legal developments on business and human rights
- Assist in drafting and editing internal and external policy briefs, research papers and reports
- When required, participate on behalf of the Freedom Fund in meetings and events relating to modern slavery in supply chains and business and human rights
- Assist with the day-to-day administration of the corporate accountability team, including notetaking, scheduling meetings and assisting with external communications
- Contribute to other activities at the Freedom Fund as required

Qualifications and experience

Essential

- At least three years directly relevant program experience, including significant work on business and human rights
- Experience in conducting high-quality desk-based research and analysis on human rights issues
- Experience organising and coordinating events
- Bachelor's degree
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund

Desirable

- Advanced degree
- Academic background in law (LLB/LLM)
- Experience of working on issues of modern slavery in global supply chains
- Experience in grant-making
- Knowledge of languages other than English

Personal attributes

Essential

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

Compensation

- £37,000-£40,000 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 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 Officer, Corporate Accountability in the subject line, before **9.00am (GMT) on Tuesday 30th November 2021**

Please note that only candidates selected for further consideration will be contacted. No agencies please. Applicants must be entitled to work in the UK without work permit sponsorship by the Freedom Fund.

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.