Program Manager, Brazil

LOCATION: RECIFE, BRAZIL
REPORTING TO: SENIOR PROGRAM MANAGER FOR BRAZIL
FULL-TIME CONSULTANCY
START DATE: AS SOON AS POSSIBLE

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global fight against modern slavery. The Freedom Fund:

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

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

This is an exciting and demanding full-time role for an outstanding individual with experience in managing and implementing development and human rights programs. The successful candidate will oversee a portfolio of the Freedom Fund’s investments in Brazil. S/he will join a Brazil based team and report to a Senior Program Manager based in Brazil. The position’s main responsibilities are to ensure Freedom Fund partners design and deliver quality programs, measure their impact, and support research and learning.

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.
About the programs

Through our innovative hotspot model, we convene strategically aligned networks of anti-slavery NGOs in high prevalence areas around the world to multiply the capacity, impact and influence of frontline partners. Since 2021, the Freedom Fund is supporting a portfolio of grants to NGOs and consultants to address the commercial sexual exploitation of children (CESC) in Brazil. In 2022 the Freedom Fund also intends to launch a new cohort of its Freedom Rising leadership program in Brazil.

Building on Freedom Fund’s successful hotspot model, and with funding from the Office to Monitor and Combat Trafficking in Persons at the U.S. Department of State under their Program to End Modern Slavery and other donors, the Brazil CSEC Hotspot program, Com.Direitos, will work 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. To achieve this goal, the program will focus on: Improving policies to confront CSEC and coordination among stakeholders; advancing scientific knowledge about the issue; support, information and skills to survivors and vulnerable children; and reducing social acceptance and demand for CSEC.

The Freedom Rising Program 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 program has been piloted in India and will be rolled out in Brazil in 2022 in partnership with a local implementing partner.

Responsibilities

Managing programs

- Oversee Freedom Fund investments in Brazil, together with the Program Advisor.
- Provide coordination between in-country and HQ functions.
- Support partner proposal development and requests for proposals.
- Monitor partners’ implementation of their individual grants and the performance of the overall hotspot program.
- Compile periodic narrative and impact data reports for the hotspot.
- Provide support, coordination and mentorship of Freedom Fund grantees.
- Provide oversight of the hotspot budget and partners’ financial reporting with support from the Finance team.
- Ensure hotspot compliance with the Freedom Fund’s grant management systems.
- Commission and manage relevant research and technical assistance consultancies as relevant and needed.
- Provide research, M&E and other support as directed
- Work with other Freedom Fund teams as necessary, including research/M&E, safeguarding and finance.
- Draft internal and external reports using partners progress reports and data.
- Contribute as needed to the Freedom Fund’s global and movement-building initiatives.
- Occasional representation and outreach to existing and potential donors and the broader anti-slavery community.

Supporting the development and delivery of Freedom Rising in Brazil

- Facilitate the recruitment and selection process for participants.
- Advise on the recruitment and selection of local facilitators
- Contribute to the curriculum development process, including organising and attending stakeholder meetings and workshops, and advising on local curriculum development needs.
- Support and liaise with participants and participant organisations during the training program.
The Freedom Fund seeks an energetic, thoughtful and committed Program Manager, capable of operating with a high level of professionalism in a range of global settings. The successful candidate will have experience working with marginalised communities and a track record of implementing development programs with a strong monitoring and evaluation component. S/he will be highly organised and able to operate with minimal guidance.

**Qualifications and experience**

**Essential**
- At least five years of directly relevant experience in international development program management, with significant time in a developing country.
- Experience of working with frontline organisations and serving marginalised communities.
- Experience employing rigorous monitoring and evaluation techniques and clear understanding of possibilities and limits of M&E in international development program management.
- Experience working with private and public donors.
- Experience preparing and managing budgets and government funded grants.
- Experience of working and managing consultants.
- Bachelor’s degree in a relevant subject.
- Fluent in English and Portuguese.

**Desirable**
- Advanced degree in a relevant subject.
- Experience in the anti-slavery sector and/or in countries with a high incidence of slavery and/or in the field of sexual violence against or gender equality.
- Understanding of commercial sexual exploitation of children
- Experience in grant-making.
- Experience in developing or delivery leadership or other capacity building programs with frontline organisations.

**Personal attributes**

**Essential**
- Team player committed to the Freedom Fund’s values and passionate about human rights issues.
- Ability to build relationships with a wide range of individuals from diverse backgrounds.
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Outstanding oral and written English communication skills and ability to present information in compelling ways.
- Willingness and ability to travel, sometimes to remote communities, as required.
Compensation

• $50,577.47 - $53,239.44 USD per annum pro rata, dependant on experience. (This is a consultancy fee rate)
• 33 days annual leave pro rata, 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, incl. salary expectations (one page maximum), and contact details of of two referees, one of which must be a line manager or head of HR from the most recent position.

Please send applications by email in PDF format to jobs@freedomfund.org, including ‘Program Manager, Brazil’ in the subject line before 9am GMT on 22nd February 2022.

Please note that only candidates selected for further consideration will be contacted. 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 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 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.