About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a global fund with the sole aim of helping end modern slavery.

We are a catalyst in the global effort to end modern slavery, working in the countries and sectors where it is most prevalent. We invest in and partner with organisations and communities on the frontlines of ending exploitation.

By partnering with those at risk of modern slavery as well as visionary investors, governments, and anti-slavery organisations, we bring together the knowledge, the capital and the will needed to dismantle the systems that allow slavery to exist and thrive.

Through our investments and support, we aim to shift power, so that frontline organisations and communities can shape and drive the change required to bring modern slavery to an end.

In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Kenya, Myanmar, Nepal, and Thailand.

About the position

The Freedom Fund is seeking a Program Manager in Brazil to manage the implementation of the hotspot program to eradicate the commercial sexual exploitation of children in the Recife Metropolitan Region.

This is an exciting and demanding role for an outstanding individual with experience in setting up, managing and implementing international development programs. The successful candidate will oversee a Freedom Fund’s investments in the hotspot program in Recife, Brazil. They will join a Brazil based team and report to a Senior Program Manager based in Brazil. The position’s main responsibilities are to ensure quality delivery of the program, leading day-to-day implementation and management of grantees, and lead reporting to donors and stakeholders.
About the program

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.

Building on Freedom Fund’s successful hotspot model, and with funding from the U.S. Department of State and other donors, the Brazil CSEC Hotspot program, Com.Direitos, works 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 focuses 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.

Key responsibilities

Responsibilities will include, but are not limited to:

Program Strategy and Delivery

• Oversee Freedom Fund investments in the hotspot program in Recife, Brazil.
• Analyses political, policy and sectoral developments in Brazil to support hotspot strategy development.
• Work with the Senior Program Manager to set and periodically review hotspot strategies.
• Ensure and enable quality delivery of program in the hotspot, including:
  • Commission/manage technical experts and consultants as relevant and needed.
  • Support and contribute as needed to program initiatives, such as Freedom Rising.

Support and Manage Program Advisors

• Manage Program Advisors for the CSEC hotspot.
• Support the Program Advisors to address and trouble shoot challenges as they arise.
• Support the Program Advisors to manage relationships with relevant local partners.

Data and Reporting

• Draft internal and external reports using partners’ progress reports and data.
• Monitor program performance against objectives, using agreed indicators and the M&E system.
• Provide research, M&E and other support as required and requested.

Grant management

• Review monthly management accounts for the program.
• Ensure payments to partners and service providers are made in a timely manner.
• Ensure appropriate grant management processes are followed by the Program Advisors.
• Act as a central point of contact with other Freedom Fund teams in relation to grant management processes that may require their involvement or input.
• Inform and draft responses to external or donor queries about the Freedom Fund grant management processes.
Run periodic audits of grant management processes implementation.

Ensure hotspot compliance with the Freedom Fund’s grant management systems and donor rules.

In-country representation

- Represent the Freedom Fund and the hotspot programs in networks, with the government and in CSO forums in Recife and other areas of Brazil as required.
- Support the Senior Program Manager in evolving the strategy of the hotspot, identifying opportunities to strengthen the work and liaise with in-country networks to promote learnings from the Freedom Fund’s work.

Qualifications and experience

The Freedom Fund seeks an energetic, thoughtful, and committed candidate, capable of operating with a high level of professionalism in a range of global settings. The successful candidate will have experience working with poor and marginalised communities and a track record of implementing development programs with a strong monitoring and evaluation component. This role is located in Recife, Brazil.

- At least 5 years of direct relevant experience, with significant time in a developing country.
- Direct experience of working with marginalised communities.
- Experience employing rigorous monitoring and evaluation techniques and clear understanding of possibilities and limits of M&E in development.
- Experience preparing and managing budgets.
- 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.
- Experience liaising with and hosting public and private donors.
- Grant making experience on behalf of an international organisation to local civil society organisations.
- Fluency in English and Portuguese.

Personal attributes

- Committed to the Freedom Fund’s values and passionate about human rights issues.
- Strong communications 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 take initiative and work independently.
- Ability to form good working relationships with survivor groups, local grantee partners, government, INGOs, and other local stakeholders.
- A positive attitude, willingness to support team members to meet short-term needs in a fast-paced environment.
- Willingness and ability to travel, sometimes to remote communities, as required.

Location

- As this position will be based in Recife, strong preference will be given to candidates who reside in the Recife Region.
Compensation

- BRL 18,711 - 19,203 (per month).
- Medical insurance and meal vouchers.
- Provisions under CLT such as severance pay, vacation bonus and 13th month salary.

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. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to jobs@freedomfund.org, including ‘Program Manager, Brazil’ in the subject line before 6.00pm BRT on 14th September 2023.

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 strongly encourage applications from people with disabilities, Black, Asian, or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in Brazil. The Freedom Fund will aim to meet candidates’ access requirements throughout the recruitment process. If this is applicable, then please notify us.

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 offers any candidates with lived experience of trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at jobs@freedomfund.org

Background checks

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.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.
Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.