

Job Description: Program Manager, Brazil (Amazon)

LOCATION: PARÁ, BRAZIL

FULL TIME EMPLOYEE POSITION: 40 HOURS PER WEEK

REPORTS TO: SENIOR PROGRAM MANAGER

START DATE: ASAP

END DATE: 31 DECEMBER 2023

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. The Freedom Fund:

- **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.

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

About the position

The Freedom Fund is seeking a Program Manager in Brazil to support the development and implementation of a possible hotspot to reduce forced labour in the Amazon.

Building on a broad strategy co-created with local stakeholders for a hotspot program to address forced labour in the Brazilian Amazon, The Freedom Fund will conduct additional research, develop relationships with local stakeholders, make a small number of one-year pilot grants to NGOs in Pará and Amazonas and build on learnings from this phase to refine a longer-term strategy to address this issue.

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 portfolio of the Freedom Fund's investments and relationships for its new hotspot program to address forced labour in the Brazilian Amazon. The Program Manager will work closely with the Senior Program Manager based in Brazil, and with other Freedom Fund staff based in the UK, to refine the initial focus and

finalize the long-term strategy with a view of prioritizing well-targeted interventions to maximizing Freedom Fund's impact. The successful candidate will have a range of responsibilities including managing pilot grants to local partners working in the region, conducting site visits, connecting partners to work on international supply chains, building relationships with other anti-slavery, environmental, and indigenous organisations, government agencies and key stakeholders in the region, monitoring results, and reporting impacts, convening meetings and events.

The successful candidate will be given a contract until December 2023, with the potential for renewal.

About the program

The use of slave labour to deforest the Amazon is widely documented. Since 1995 more than 56 thousand workers have been rescued from slavery-like conditions in Brazil, nearly half in the Amazon. Deforestation in the region has been increasing rapidly in recent years. Last year alone, the Amazon lost an area of forest equivalent to 1.6 million soccer fields. The deforested areas are often replaced with pasture and farms. But as deforestation increases, suggesting a parallel increase in slave labour, there have been major setbacks to the institutions working for human rights and environmental protection in the region. The change in government may bring about a reversal of those setbacks, but the challenges and scale of exploitation in the region remain enormous.

The Freedom Fund has funded scoping studies and solicited input from experts, indigenous communities, and frontline organisations, which have resulted in the identification of three broad goals for a Freedom Fund hotspot:

1. Strengthening civil society to work in defence of traditional and indigenous people and their territories
2. Challenging impunity and ensuring access to rights for rescued workers
3. Increasing transparency and accountability in supply chains sourcing from the Amazon (especially the timber, beef, and leather industries)

The Freedom Fund will use an inception year of research and pilot grant-making to refine the program focus and overall strategy towards a realistic ambition for change with prioritized well-targeted interventions, build relationships with key stakeholders and align with the new government efforts to prepare for a potential long-term program.

Key responsibilities

Working with a Freedom Fund team based in London, and in close collaboration with the Senior Program Manager and Program Manager in Brazil, to implement the Freedom Fund's inception program in the Amazon. Responsibilities will include, but are not limited to:

Program Strategy and Delivery

- Oversee Freedom Fund investments in the hotspot program in the Brazilian Amazon.
- 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:
 - Support the implementation of the pilot grants, working closely with grantees, local government officials, and other key stakeholders.

- Work closely with local grantee partners to ensure they are able to meet Freedom Fund's compliance requirements and to complete financial and narrative reports.
- 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.
- Commission/manage technical experts and consultants as relevant and needed.
- Support and contribute as needed to new program initiatives, such as Freedom Rising.

Data and Reporting

- Review grant recipients' quarterly data and financial reports, giving feedback and supporting grant recipients to improve quality of their reporting.
- Provide financial oversight of grant recipient budgets and ensure strong financial management 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.

Capacity Enhancement

- Coordinate and attend various meetings for a diverse range of stakeholders, including grant recipients, government stakeholders, and other service providers.
- Assist in the development and facilitation of a learning community/network of implementing organisations/partners, and their outreach and advocacy.

Other support to the Freedom Fund team

- Provide logistical support for Freedom Fund representatives and other donors to visit the program.
- Communicate progress, challenges, and lessons learned related to program deliverables with members of 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 requested.

In-country representation

- Represent the Freedom Fund and the hotspot programs in networks, with the government and in CSO forums in the Amazon and other areas of Brazil as required.

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.

- At least 5 years of experience in project management/coordination and community development in Brazil.
- Knowledge of and experience working in the Amazon region and its particular issues.
- Knowledge of and experience working in the areas of human rights, forced labour, human trafficking, community development or related issues.
- Experience employing rigorous monitoring and evaluation techniques and clear understanding of possibilities and limits of M&E in development.
- Experience working with private and public donors.
- Experience preparing and managing budgets.
- Fluency in English and Portuguese.
- Experience liaising with and hosting public and private donors.
- Grant making experience on behalf of an international organisation to local civil society organisations.
- Knowledge of and experience in other key areas, such as, workers' rights, economic empowerment, mental health, migration, land conflicts, environmental rights, indigenous rights, an asset.
- Knowledge and experience working with the anti-slavery movement.
- Experience of victim/witness protection, safeguarding challenges, and risk management strategies.

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 group facilitation skills and community organising skills.
- 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.
- Proven experience working effectively in a cross-cultural team.
- Willingness and ability to travel, sometimes to remote communities, as required.

Location

- As this position will be based in Pará, strong preference will be given to candidates who reside in the Amazon 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 21st March 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.