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

This is an exciting and demanding full-time role for an outstanding individual with a proven track record in managing and executing programs focused on combating human trafficking and eradicating modern slavery.

The successful candidate will oversee the implementation of Freedom Fund’s newly established Hotspot program in Kenya. This role entails joining a dedicated team in Kenya and reporting directly to a Senior Program Manager based in the country. The position’s main responsibilities are to ensure quality delivery of the program, taking charge of day-to-day implementation and management of grantee-partners, and leading efforts in reporting to donors and stakeholders.
About the program

Using our innovative hotspot model, we bring together strategically aligned networks of anti-slavery NGOs in high prevalence areas worldwide to amplify the capacity, impact, and influence of frontline partners. In December 2022, the Freedom Fund introduced the Kenya Hotspot Program, which specifically focuses on addressing child domestic servitude within the larger child labour context.

The Hotspot Program aims to address the invisibility of Child Domestic Workers (CDWs) in Kenya and bring about significant changes in their realities. A recent formative assessment conducted by the African Institute of Childhood Studies, in partnership with the Freedom Fund found that the informality of child domestic work means it is often overlooked – literally invisible to the society - and framed as an acceptable way for children to ‘help’ their families. Yet, like other forms of child labour, it is exploitative, harming children’s well-being and long-term development.

In response, the Kenya hotspot program seeks to combat exploitative and abusive child domestic work, which refers to children’s work in the domestic work sector in the home of a third party or employer. The overarching goal is to create an empowered collective of child domestic workers, their allies, civic organisations, and government institutions with strengthened capacity to transition communities away from child domestic work (CDW) and to protect children in domestic work from abuse and exploitation.

The program will be centered around four key objectives: strengthening child-centered advocacy on domestic work, strengthening, and broadening the reach of survivor-centred services for children in domestic work and child survivors of domestic work, increasing economic resilience amongst at-risk households and communities and strengthening the policy framework.

The Kenya Hotspot Program is set to be implemented in Nairobi, Kisumu, Busia, and Kakamega for the next three years.

Key responsibilities

Program Strategy and Delivery

- Oversee Freedom Fund’s Hotspot program implementation in Kenya.
- Analyse the political, policy and sectoral developments in Kenya to inform program strategy review and implementation.
- Work with the Senior Program Manager to set and periodically review hotspot strategies.
- Ensure and enable quality delivery of the Hotspot program in Kenya.
- Draft internal and external reports using partners’ progress reports and data.
- Commission/manage technical experts and consultants as relevant and needed.

Support and Manage Program Advisors

- Manage the Program Advisor for the Hotspot Program.
- Support the Program Advisor to address and troubleshoot challenges as they arise.
- Support the Program Advisor to manage relationships with relevant local partners and stakeholders.

Data and Reporting

- Monitor program performance against program strategy 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 Advisor.
• 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

• 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 national, regional, and global settings. The successful candidate will have experience working with marginalised communities and a track record of implementing programs focused on combating human trafficking and eradicating modern slavery.

Essential

• At least five years of experience, with significant time spent in Kenya.
• Direct experience of working with marginalised communities, and in particular children in domestic work.
• Have other prior experience working in child protection, child rights, or programs related to combating child exploitation.
• Project Management experience with an understanding of how to work across a multiple set of deliverables and stakeholders, in a pre-agreed process and to agreed timelines.
• Possess a strong foundation for understanding the complexities of the issue and developing effective strategies.
• Experience in grant-making, project planning, design, and management
• Experience working with private and public donors.
• Experience preparing and managing budgets.
• Fluent in English and Kiswahili
• Entitled to work in Kenya without work permit sponsorship from the Freedom Fund.

Personal attributes

Essential

• Team player committed to the Freedom Fund’s values and passionate about human rights issues.
• Possess strong leadership, communication, organisational, and project management skills.
• Ability to build relationships with a wide range of individuals from diverse backgrounds and to work collaboratively with stakeholders, government agencies, NGOs, and community members.
• Ability to demonstrate sensitivity to cultural differences and the ability to navigate complex and sensitive situations with utmost respect.
• Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
• Sound English communication skills and ability to present information in compelling ways.
• Willingness and ability to travel, sometimes to remote communities, as required.

Compensation

• KES 8,114,754 - KES 8,328,300 per annum, dependant on experience.
• 21 days of annual leave plus public holidays.
• Matched pension contribution of up to 9%.
• 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. 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, Kenya’ in the subject line by Friday 4th August 2023 at 9.00am BST.

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 Kenya. 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 human trafficking and/or forced labour.

The Freedom Fund offers any candidates with lived experience of human 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 human 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.