



Job Description: Program Officer

LOCATION: LONDON OFFICE

REPORTING TO: PROGRAM OPERATIONS MANAGER

START DATE: ASAP

FULL TIME: 37.5 HOURS PER WEEK

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.

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

About the position

This is an exciting opportunity for an ambitious individual to increase the effectiveness and impact of a non-profit working to improve the lives of millions of the most vulnerable people around the world.

This role, based out of our London office, is an important anchoring, facilitating, and coordinating role within a growing Programs team at the Freedom Fund. The successful candidate will support multiple Senior Program Managers and enable hotspot teams by providing coordination and administration support, so that the program team is able to focus on partners, programs, and systems change. The Program Officer will help hotspot teams ensure consistency in process, adherence to financial processes and timelines, and coordination between multiple stakeholders.

Responsibilities

Support to Programs teams: Hotspots, Movement Building and Global Initiatives

- Act as a main point of contact for team members' enquiries about Business Central and related processes.
- Manage and support on Business Central related tasks for all program teams as required.
- Use the internal systems to release grantee and TA payments in coordination with Finance and the Program team.
- Conduct OFAC checks and update the OFAC records for all Program teams.
- Support the relevant teams with functions in relation to maintaining the grant database, and quarterly updates, as needed.
- Provide project management support within hotspots if requested.
- Draft grant agreements and Terms of Reference, Requests for Proposals, drafts of letters of intent/ contracts etc if required, specifically to support in-country Program Managers.
- Support teams to prepare RFP packs, manage timelines and processes for Technical Advisors if required.
- Conduct ad hoc inquiries, processes and early-stage program development planning.

Qualifications and experience

- Demonstrated history of delivering on administration, procedural and support tasks that enable teams to maintain high quality programs.
- Demonstrated expertise in finance support tasks.
- Experience with reporting and updating data on a CRM system such as Salesforce or Business Central
- Experience in working with teams from non-European / American countries
- Ability to speak one or more languages of the Freedom Fund's program countries
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund.

Personal attributes

- Excellent verbal and written communication
- Strong project management and organisational skills
- Strong communication skills
- Flexible, "can-do" attitude
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction

Compensation

- £29,611 - £30,442 per annum (dependant on experience)
- 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and cycle scheme available.

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' in the subject line before **9.00am GMT on Tuesday 27th February 2024**.

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, ethnic minority backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in the UK. 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.

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.