

## Job Description: Programs Fellowship

LOCATION: LONDON OFFICE

REPORTING TO: TBC

CONTRACT – ONE YEAR

PART TIME – 20 HOURS PER WEEK

START DATE: 1<sup>ST</sup> OCTOBER 2020

### About the Freedom Fund

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The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a leader in the global movement to end slavery. It:

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

The Freedom Fund now has programs in India, Ethiopia, Thailand, Nepal and Myanmar. It currently supports and funds over 140 partners around the world.

### About the position

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The Programs Fellowship position is an exciting opportunity to get involved with one of the world's leading anti-slavery NGOs gaining invaluable knowledge and experience. The fellow will provide support to and work closely with the Programs team across a range of administrative, operational and programmatic tasks. This Fellowship is offered in partnership with Survivor Alliance ([survivoralliance.org](http://survivoralliance.org)) under the Employment Pathways Program for survivors of trafficking or other extreme exploitation. Survivor Alliance will provide additional support to the Programs Fellow for the duration of the position. Please be aware that it is your responsibility to determine how this position will impact your benefits, such as Universal Credit.

### Responsibilities

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*Training will be provided.*

- Coordinate meetings and calendars, take and disperse meeting minutes
- Organise travel logistics for various team members and global program partners
- Track and report expenses for program directors
- Proofread and assist in editing of various program documents

- Provide support in relation to events planning and delivery
- Support the effective management of Freedom Fund grants to global partners, including keeping the grant database up to date
- Deliver concise internet-based research as requested by members of the Programs team
- Support Freedom Fund staff with ad-hoc projects as required

## Skills and experience

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### Essential

- Have lived experience of trafficking or other extreme forms of exploitation.
- Experience working in and across teams
- Minimum 6 months at previous job and/or 2 years of work experience
- Strong English oral communication skills
- Excellent writing abilities– capable of clearly and simply conveying complex concepts or ideas
- Comfortable to interact with a wide range of types of people including high level executives
- Basic computer skills including but not limited to Microsoft Excel, Word, and PowerPoint, online research, and Gmail
- Ability and commitment to learning more about the complexities and nuances of modern slavery
- Minimum of 5 C grades at GCSE's, inclusive of Maths and English
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund

### Desirable

- Demonstrated experience working with organisations focused on social impact, human rights and/or social justice
- High level of attention to detail
- Ability to work independently and manage multiple deadlines and priorities
- Administrative or Operational experience in a previous job

## Personal attributes

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### Essential

- Team player committed to the Freedom Fund's values and passionate about human rights issues.
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Ability to deliver on a multiplicity of tasks and deadlines in an organised and calm manner.
- Strong interpersonal skills
- Exceptional work ethic and a can-do attitude
- Strong critical thinking skills, and ability to problem solve
- Comfortable in a work environment representative of multiple cultures and backgrounds

## Compensation

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- £11,180 per annum
- 10% non-contributory pension scheme
- 13.5 days holiday per year, plus public holidays

## Application procedure

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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](mailto:jobs@freedomfund.org), including 'Programs Fellowship' in the subject line before **9am GMT** on 21st August 2020.

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 Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Applicants must be eligible to work in the UK.*