

## Job Description: Senior Program Manager (Maternity Cover)

LOCATION: LONDON OFFICE (CURRENTLY HOMEWORKING DUE TO COVID SO WOULD ACCEPT CANDIDATES WILLING TO TRAVEL TO LONDON WEEKLY ONCE RESTRICTIONS ALLOW)

REPORTING TO: DIRECTOR OF PROGRAMS

DURATION: 12 MONTHS

START DATE: ASAP

### 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, Brazil and Myanmar and will open new programmes in Indonesia and Bangladesh in 2021. It currently supports and funds over 140 partners around the world.

### About the position

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This is an exciting and demanding role for an outstanding individual with experience in managing and implementing development and human rights programs. The successful candidate will manage our Asia-Pacific regional seafood program, including two grassroots country programs ('hotspots') in Thailand and Indonesia. The seafood program is focused on reducing labour exploitation and forced labour in seafood supply chains in key countries in the region and has a strong focus on improving accountability and oversight in the supply chain, improving worker agency and safer migration. Knowledge and experience working in labour rights, business and human rights and migration is preferred. S/he will join a growing London-based office and work closely with the Freedom Fund's consultants in Thailand and Indonesia and in partnership with our joint-implementer, Humanity United, to design and deliver quality programs, measure their impact, and support research and learning on behalf of the wider anti-slavery sector. S/he will line manage a small number of posts in Thailand and Indonesia.

## Responsibilities

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- Oversee Freedom Fund Asia-Pacific seafood program grants, including to two grassroots country programs ('hotspots') granting to approximately nine local CSOs across Thailand and Indonesia, and co-manage with Humanity United up to 10 grants to international organisations.
- Line manage country-based teams in Thailand and Indonesia who are responsible for the day-to-day delivery of hotspot programs.
- Monitor program strategy, impact and performance against objectives.
- Identify, commission and oversee relevant technical assistance and capacity building for local grassroots partners when required.
- Manage relationships with relevant grant management staff and partners.
- Commission/manage program evaluations by independent research institutions and ensure that lessons are appropriately shared and acted upon.
- Coordinate with the Freedom Fund's global initiative team, particularly the strategic litigation and supply chain global initiatives.
- Provide research, monitoring and evaluation and other support as directed.

## Qualifications and experience

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The Freedom Fund seeks an energetic, thoughtful and committed Senior Program Manager for this 12-month maternity cover position. The ideal candidate should be 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, a track record of implementing development programs with a strong monitoring and evaluation component and a thorough understanding of labour rights, supply chains and migration issues.

### Essential

- At least ten years of directly relevant experience, with significant time in the Global South
- Direct experience of working with marginalised communities
- Management experience
- Experience of designing, implementing and reviewing strategies
- 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
- Strong understanding of labour rights, business and human rights (in relation to supply chains), safe migration and worker agency in the international development context
- Bachelor's degree
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund

### Desirable

- Advanced degree
- Experience in the anti-slavery sector and in countries with a high incidence of slavery
- Experience working on issues related to labour migration
- Experience in Thailand and/or Indonesia
- Knowledge of languages other than English
- Experience in grant-making

## Personal attributes

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### Essential

- Team player committed to the Freedom Fund's values and passionate about human rights issues
- Ability to build relationships with a wide range of individuals from diverse backgrounds
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction
- Ability to motivate and support direct reports and build a high functioning team
- Outstanding oral and written English communication skills and ability to present information in compelling ways
- Willingness and ability to travel extensively (estimated 25% of time)

### Compensation

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- £45,000 - £52,000 per year, depending on experience
- 10% non-contributory pension scheme
- 25 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 '**Senior Program Manager**' in the subject line before 9.00am GMT on Monday 25<sup>th</sup> January 2021.

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 encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socio-economic backgrounds. Applicants must be eligible to work in the UK.

**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 forms of modern slavery.**

*The Freedom Fund prioritises Safeguarding. 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.*