

Employment Pathways Fellowship Program

Terms of Reference: Trauma-Informed Fellowship Coach

A. Overview of 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.

B. Overview of the Employment Pathways Fellowship Program

The purpose of the Employment Pathways Fellowship Program is to enhance survivor representation within the anti-trafficking sector. The fellowships will provide survivors with a competitive part-time salary and the opportunity to build a career. Fellows will have guidance and support as they practise professional boundaries, learn to work with a team, and gain experience meeting deliverables and managing project timelines. Fellows will have support from Survivor Alliance staff, Freedom Fund staff, and the person in this role, the Trauma-Informed Fellowship Coach.

Survivor Alliance's role also includes supporting Freedom Fund, equipping the team with the tools to create a trauma-informed and inclusive workplace and to empower survivors of human trafficking and modern slavery. Survivor Alliance will provide training for Freedom Fund staff, provide ongoing support for Fellows' supervisors, and oversee program monitoring, evaluation, and learning.

The Freedom Fund Employment Pathways Fellowship will be a remote/in-person hybrid model, implemented internally within the Freedom Fund with their United Kingdom staff.

C. Trauma-Informed Fellowship Coach consultancy

Summary: The role of the Trauma-Informed Fellowship Coach (TIFC) is to support survivors of modern slavery and their supervisors, as part of a professional fellowship placement program at the Freedom Fund. In one-on-one coaching sessions, the TIFC will provide fellows with trauma-informed coaching, which recognizes the importance of, as well as the historical exclusion of, lived experience expertise in anti-slavery

organisations. The TIFC must maintain that fellows and their supervisors are in an employment-focused relationship, and not a service provider-to-recipient relationship. Coaching is intended to support fellows' ability to work as a professional with lived experience, and supervisors' ability to work with survivors as colleagues.

The coach must understand the effects of trauma and work collaboratively with both fellows and supervisors to understand how the effects of trauma show up in professional spaces and how to manage them with appropriate professional boundaries. The coach may need to provide education to fellows and supervisors regarding how trauma affects the mind/body, how to manage trauma-based responses, and how to promote wellness practices. The coach does not provide therapy but creates a therapeutic environment where fellows and supervisors understand how the effects of trauma create barriers to success and learn to mitigate stress and prevent burnout.

Background:

- Minimum of 2 years' experience working with people with lived experience of modern slavery in a clinical, social work, coaching and/or therapeutic capacity
- Knowledge of theories of human development, social work theory and practice, as well as applicable community resources and legal aspects of modern slavery
- Knowledge of trauma-informed theory and practices including somatic practices and the latest research from neuroscience
- Knowledge of coaching principles and practices and experience of providing coaching in a professional context
- Adherence to ethics, practice and values as delineated by professional standards.
- Ability to work cross culturally and to practise cultural humility.
- Demonstrated knowledge, ability, and willingness to engage in continuous learning about diverse ethnic, cultural, spiritual backgrounds, sexual orientation, and gender identity.
- Work within and promote an environment of safety and trust that reduces harm and promotes recovery, and wellness.
- Proven expertise in maintaining boundaries relating to support, teaching, coaching, and mentoring with the ability to not move the space into psychotherapy.

Key tasks:

- Meet monthly with Fellows to provide a safe space to discuss challenges and experiences arising from being a professional with lived experience in the anti-slavery sector, including dealing with tokenisation, the impact of trauma on their ability to sustain the work, and practicing self-regulation in the workplace.
- Coach the Fellows on how to use their skills, knowledge, and expertise as it relates to their lived experience in ways that advance their professional or personal goals while maintaining personal boundaries.
- Meet monthly with Supervisors to provide a safe space to process how fellows are responding to the work environment and to provide techniques and tools for helping to manage trauma-based responses at work.
- Teach Fellows and Supervisors the foundational practices of a trauma-informed approach and provide tools that promote practices of wellness.
- Train the Supervisors to be able to support the Fellows in their leadership in the field of modern slavery and provide guidance on trauma-informed practices in the workplace.

- Coach Fellows and Supervisors on how to communicate their needs and how to manage workplace expectations.

Travel requirements: Remote but must be able to meet in UK time zones.

D. Management of the Consultant & Fee structure

The Consultant will report to Antonia Musunga, Program Manager for Movement Building, and work closely with Cat Townley, Senior HR and Operations Manager, and Claire Falconer, Head of Global Initiatives & Movement Building.

The consultant will be paid a set fee per month and invoice the Freedom Fund for the prior month's work. The consultant should submit their requested consultancy fee (which will be considered by Freedom Fund and discussed if the application moves forward).

E. Submission Process:

1. **Deadline:** Proposals should be submitted by **9.00am GMT on 17th March 2023**. Applicants should be ready to begin undertaking the work from April 2023. Please submit all proposal materials to Antonia Musunga at amusunga@freedomfund.org. Any queries or informal inquiries are also welcome via email.
2. **Project Duration:** The project is expected to be completed within a 14-month period, April 2023 - June 2024.
3. **Proposal Guidelines:** Proposals in response to this request should be maximum 4 pages in length and include the following:
 - a. A narrative describing the experience and capability of the consultant to conduct the Key Tasks described in this ToR, including description of previous experience providing coaching, social or clinical support to people with lived experience of modern slavery.
 - b. Most recent curriculum vitae.
 - c. Requested consultancy fee (which will be considered by Freedom Fund and discussed if the application moves forward).
4. **Review:** Following submission of the proposal, Freedom Fund will review and request additional information as needed.