



Recruitment Pack

Programme Partnerships Manager

November 2025

Dear Candidate,

Thank you for your interest in the role of Programme Partnerships Manager.

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance and we are determined to work with others to make sure people can be free from slavery across the world.

In pursuit of this mission, Anti-Slavery International aims to grow its partnerships to help fund the organisational goals.

This is an exciting opportunity for a Programme Partnerships Manager to maintain and support both existing and new institutional donor relationships. We are looking for a highly organised, capable statutory fundraiser and grant manager with exceptional written communication skills and a genuine passion for our work.

The Programme Partnerships Manager role supports Anti-Slavery International in delivering our programmes and advocacy internationally and in the UK, giving the post holder the opportunity to work across all our projects and in close collaboration with the programme team members.

As Programme Partnerships Manager you will be responsible for cultivating, developing and stewarding relationships with new and existing donors, identifying new funding opportunities for Anti-Slavery International's strategic priority areas, leading in the development of high-quality grant applications and reviewing quality reports. You will help secure the funding for Anti-Slavery International's programmatic, advocacy and campaigning work, and contribute to the delivery of high-quality Grant Management.

If you think this fits with your expertise and ambition, we would love to hear from you.

The deadline for applications is 23.59 on 20th November 2025. Interviews will be held in the week of 1st December 2025.

Best wishes

Ram Lamba
Head of Fundraising

Job Description

Programme Partnerships Manager

GRADE	Grade C1-C4
SALARY	£40,777 – £44,011p.a.
CONTRACT TYPE	Permanent
HOURS	35 hours per week
LOCATION	Vauxhall, London with hybrid-working arrangements (minimum one day per week in the office or four days per month, if not London-based)
DATE	November 2025

CONTEXT

Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

- Child Slavery
- Responsible Business
- Trafficking
- Climate change and slavery

You can read more about us and how we work in the 'About Us' document [on our recruiting webpage](#).

This role supports our work by helping to secure grant income from institutional donors and by providing high-quality grant management.

MAIN TASKS

Role Purpose

- To work alongside Prospect Researcher on researching, identifying and assessing new funding opportunities for Anti-Slavery International's strategic focal areas. This will primarily focus on statutory/institutional, bilateral and multilateral funding bodies (eg. US State Department, NORAD, ILO, Global Affairs Canada) but will also include larger grant-making institutions (e.g Ford Foundation, MacArthur Foundation etc.) that involve complex and technical bid applications.
- Responsible for cultivating, developing and stewarding relationships with

statutory funding bodies, ensuring a smooth, timely and appropriate flow of information between Anti-Slavery International and donors.

- To work alongside the Head of Fundraising and members of the different Advocacy and Programmes teams, the Fundraising, and the Finance teams to develop competitive and high-quality donor applications and grant reports.
- To work alongside the Head of Fundraising and with other members of the Advocacy and Programmes teams, and the Finance team to contribute to the delivery of high-quality Grant Management functions.
- To work alongside the Advocacy and Programmes teams to support the development of project ideas, concept notes, theory of change (ToC), and log frames for bid applications, ensuring these are competitive and aligned to donor requirements.
- To lead the coordination across teams on major bid application processes.
- To stay abreast on emerging trends in the global funding landscape, including current sector knowledge regarding issues related to modern slavery and international development.

Specific Responsibilities – Competitive Grant Fundraising

- Responsible for evaluating funding calls and competitive grant prospects and developing and leading bid plans for each call. This will primarily focus on bid applications for institutional donors, trusts and foundations with complex and technical application requirements.
- Ensure robust sign-off from senior teams, for applications and grant changes, and ensure their feedback is integrated into the application development process at all relevant stages.
- Responsible for coordinating the processes and schedules for grant funding applications across the different Advocacy and Programmes teams; Fundraising and Finance Teams when opportunities arise.
- Work closely with the Head of Fundraising and relevant members of the Finance; Communication and Impact; Advocacy and Programmes teams on the production of funding applications in line with internal and funders' application requirements and deadlines, and in accordance with Anti-Slavery International's budget and cost recovery approach. This includes reviewing and working on business plans, budgets, ToC(s), log frames and risk assessments, in addition to involvement in supporting the drafting and editing of narrative proposals.
- Proactively garner insights on applications and reporting for donors that ensure organisational learning continuously informs and improves funding and donor management systems and processes across the organisation.
- Work closely with the Head of Fundraising to develop plans, budgets and strategies to increase competitive grant fundraising and ensure the portfolio of active donors is supporting the diversity of Anti-Slavery International's planned or desired project activities, in line with the strategic plan.

Specific responsibilities – Donor Development

- Coordinate communications with relevant competitive grant donors and targets which keeps them apprised of developments in programmatic, project and partner learning, methodologies, and impacts; with the specific aim of steering the orientation of their funding priorities towards Anti-Slavery International's focus issues, programme approaches and operational contexts.
- Lead and manage relationships with existing donors and be responsible for identifying and developing new relationships with donors with whom Anti-Slavery International's work has operational and strategic synergy.
- Contribute to a cross-organisation approach to donor relationships and Anti-Slavery International's programme development by keeping abreast of emerging trends in the institutional fundraising environment and the wider development sector.
- Proactively brief colleagues in line with donor engagement plans, participating in relevant external networks, sharing information and learning as needed. Ensuring Anti-Slavery International's projects remain relevant and responsive to donor priorities.
- Solicit, prepare for, brief and represent Anti-Slavery International at external meetings with relevant stakeholders to cultivate and steward new or existing donors.
- Work closely with Prospect Researcher to research potential and existing funders and identify and assess appropriate funding opportunities with institutional donors including large grant-making institutions. Build, maintain and manage a pipeline of institutional donors and potential funding partnerships.

Specific responsibilities – Grant Management

- Responsible for ensuring grants are set up at project start, coordinating project initiation meetings with relevant programme teams to ensure a system of monitoring in accordance with donor requirements and high standards.
- Responsible for reviewing and submitting grant reports across the various Advocacy and Programmes and the Finance Team as required. Support the coordination of timely reporting, both narrative and financial, in line with donor grant conditions and track Anti-Slavery's compliance with any other grant management requirements, such as the timely submission of mid-term and final evaluations, updated risk registers and other project documentation.
- Guiding project staff in the preparation of project reports to donors, ensuring clarity in the division of roles and responsibilities, including those of in-country project partners, and ensuring the expectations and requirements of donors are fully understood by all relevant staff engaged in each project.
- Process grants agreements and review clauses to ensure appropriate

management of grants. Inform key colleagues of relevant requirements, grant conditions, application forms, submissions and reporting deadlines, ensuring that relevant staff across the organisation are aware of their respective grant-related responsibilities.

- Ensure systematic filing of grant documents and donor engagement notes consistent with the rest of the fundraising team. Ensure accurate records of support and a complete donor history is recorded for each donor, contributing to the development of strong grant fundraising across the organisation.
- Ensure Anti-Slavery International's organisational information and legal documentation on donors' platforms (e.g MyGrants, EU Portal etc) are kept up to date.

PERSON SPECIFICATION

Essential

Essential characteristic/skill/experience

- Demonstrable experience of fundraising from statutory and third sector competitive grant donors, for example FCDO, US State Department, other Ministries of Foreign Affairs, UN, European Commission etc.; Comic Relief and other large grant-making institutions.
- Experience of Accountable Grant Management involving restricted grant donors (with grant value of £500k and above), preferably for Human Rights and/or Development programmes.
- Experience of writing and designing compelling and well-constructed fundraising submissions and materials, in collaboration with project teams, that prove to be successful in competitive funding opportunities.
- Good understanding of funding instruments from institutional and large grant-making bodies.
- Excellent written and spoken English.
- Experience in writing clear and concise donor reports.
- Experience and understanding of fundraising planning, MEL frameworks, ToC, risk management and safeguarding elements related to International Development projects.
- High level of numeracy, and an ability to collaborate with finance staff on the development of project budgets and donor financial reports.
- Excellent IT skills, including use of databases, spreadsheets, and word processing as well as coordination tools.
- Excellent organisation and data management skills.
- High level of accuracy and attention to detail.
- Self-confident and ability to take the initiative.
- Ability to manage own time and workload efficiently, to prioritise tasks and to meet deadlines.
- Understanding of and commitment to Anti-Slavery International's mission and values.
- Anti-Slavery International is committed to safeguarding all children and adults that our staff and representatives encounter. Candidates will be subject to appropriate verification for suitability and will be required to commit to uphold our safeguarding policies.

Desirable

- Language skills (French, Spanish, Hindi, Mandarin and others)
- Project design and management experience.
- Experience of fundraising or programme roles in International Development.

Summary Terms and Conditions

- The position is based in Vauxhall, London.
- Annual leave entitlement is 30 days (on a pro rota basis).
- There may be a requirement for some out-of-hours work, for which time in lieu is given.
- We pay 6% into our recognised contribution pension with TPT Retirement Solutions, with a mandatory employee contribution of 2%.
- The role is subject to a probationary period of 6 months.
- We offer a range of employee benefits including an employee assistance programme and cycle to work scheme.
- Unison is the recognised trade union.

How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please email a CV along with a supporting statement setting out why you want this role and explain how your skills and experience support your application. Candidates must have the right to work in the UK, please confirm in your covering letter if you have the right to work in the UK.

Please submit your application to **jobs@antislavery.org** using the reference **Programme Partnerships Manager** in the subject line **before 23.59 on 20 November 2025**.

Please also complete the equal opportunities monitoring **form using the button on the website. The form is anonymous, and responses will** be handled in strict confidence.

Interviews will be held online in the week of **1st December 2025**.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview. If you do not hear from us by the end of November, this will mean that you have not been shortlisted for interview.

Candidates must have the right to work in the UK.

We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff's, interns' and volunteers' welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.



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antislavery.org