Asia Project Officer
Recruitment Pack
Dear Candidate

Thank you for your interest in the role of Asia Programme Officer at Anti-Slavery International.

We are the world’s oldest human rights organisation and our vision is a world free from slavery. We believe that modern slavery is a contemporary issue of the highest importance and we are determined to work with others to ensure people can be free from slavery across the world.

The Asia Programme Officer is responsible for coordinating and supporting the implementation of the Asia Programme which is overseen by the Programmes Manager. Currently the Asia Programme includes projects which raise the awareness of and supports survivors of child sexual exploitation and the rehabilitation of bonded labourers.

Whilst these projects are based in Nepal there is also a global safe migration project, targeting migrant garment factory workers from source countries in Asia and Africa along the migratory corridor to the destination country.

The successful candidate will facilitate the Asia project deliverables and activities (including advocacy, research, publications, capacity trainings, planning meetings, evaluations) effectively and efficiently working through in-country partners as well as monitoring project progress and drafting donor reports. The role will support the Programme team in the administration of a growing range of anti-slavery projects and initiatives.

This exciting position brings lots of potential for increased responsibility which requires a high level of organisation. With a complex programme of work to deliver you will need to be highly organised with the ability to use your own initiative with minimal supervision. We are looking for someone who can embody our values and who shares our passion for fighting slavery in monitoring slavery-related developments in Asia.

The role will initially be three days per weeks / 21 hours for 12 months with the possibility of increasing in hours and or contract length at a later stage, funding permitting. Anti-Slavery International offers a flexible, friendly working environment, a committed team of staff, and the opportunity to work to combat serious human rights abuses, whilst making a real difference to the lives of people who are most excluded from society.

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

Sally Kilner

Asia Programme Manager
About us
**Our vision and mission**

We are working towards a world free from slavery.

Our mission is to work directly and indirectly with beneficiaries and stakeholders from the grassroots to the global level to eradicate slavery and its causes from the world.

**About us**

Founded in 1839, Anti-Slavery International’s heritage spreads back to British abolitionists such as Thomas Clarkson and Joseph Sturge.

Today, we draw on our experience to work to end all forms of slavery and slavery like practices throughout the world, including forced labour, debt bondage, human trafficking, descent-based slavery, the worst forms of child labour and forced marriage.

We are ambitious: last year we directly reached over 58,062 people to help them live in freedom and reduce their vulnerability to slavery. Between now and 2020 we aim to reach thousands more. We are small and dynamic but that does not limit our impact; we interact at local, national and international governance levels and are respected for our expertise on slavery issues and how to tackle it.

Anti-Slavery works to tackle slavery at its root causes - the intersection between **poverty**, **discrimination** and the **weak rule of law**.

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Our approach **encompasses three key pillars:**

- **Partnering with people affected by slavery** and NGOs who support them;

- **Engaging with governments** to ensure the creation and implementation of policy and laws which tackle slavery;

- **Working with business** to address slavery in supply chains and influence governments to protect their citizens.
The Future – Our Strategy

Anti-Slavery’s strategic priority is to ensure significant progress towards slavery eradication in at least 10 countries by 2020 through working with beneficiaries and stakeholders from grassroots to the global level to address slavery and its root causes.

Our projects underpin local to global advocacy aimed at achieving sustained, systemic change.

We have an ambitious strategic plan, Anti-Slavery will have obtained significant changes in at least 10 countries, through the establishment of new, or effective implementation of existing national laws, policies or practices for the benefit of people affected by or vulnerable to slavery by 2020.

Our strategic objectives outline the Anti-Slavery’s focus for this strategic period:

1. Duty bearers are responsive and accountable to the rights and needs of people affected by and vulnerable to slavery.
2. People affected by and vulnerable to slavery are empowered to understand, assert and claim their rights.
3. The social norms and attitudes that underpin and perpetuate slavery are rejected.
4. Ensure the financial sustainability of the organisation through generating increased voluntary income from a diverse range of sources.
Our Programmatic Operations

Our reach is global; operating in the UK and overseas.

We work closely with 17 local partner organisations on projects in 14 countries, as well as work that impacts on all 28 EU member states. We also work in 10 strategic alliances with almost 500 combined members, as well as working in coalitions and partnerships covering the whole world.

With our partners, we can build a world free from slavery. Together, we:

- Investigate and expose current cases and forms of slavery
- Support victims of slavery in their struggle for freedom
- Empower individuals and communities vulnerable to slavery to demand respect for their human rights and obtain protection
- Work with the private sector to identify and address slavery in global supply chains.
- Influence policymakers to act in support of victims and vulnerable people
- Press for effective implementation of laws against slavery

Finance and Resources

Our London based Finance and Resources Team plays a vital role in supporting the whole organisation. We aim to work in an integrated way to ensure the financial sustainability of the organisation. The team works together to:

- Develop the organisations financial strategy and plans
- Ensure financial reporting, both internal & external is timely and accurate
- Support the Programmes and Advocacy and Fundraising teams
- Develop the IT strategy and plans
- Ensure we have the appropriate standards of health & safety and data protection
- Support our people with policies and procedures reflecting best practice
- Manage our freehold offices

Income Generation and Communications

Anti-Slavery has ambitions to grow its impact, to do that a new income generation and communications strategy was developed in 2017 to ensure adequate quantity and quality of funds. The team works together to:

- Generate funds of circa £800,000 voluntary and circa £2,150,000 restricted income from a range of sources.
- Work across a range of stakeholders generating major gifts, contracted funds, and voluntary income from members and individual supporters.
- Grow a successful trading income stream which provides consultancy on slavery in supply chains to businesses in the UK and overseas.
- Build on a well-recognised and digitally well embedded brand.
- Increase profile in the UK and international media that leads people to act in support of ending slavery.
Job Description: Asia Project Officer

SALARY: £29,487

GRADE: B

HOURS: 21 hours / 3 days per week

DURATION: One year with a possible extension. (April 2020 – March 2021)

LOCATION: London office, Stockwell

TRAVEL: Travel for short periods of time

RESPONSIBLE TO: Asia Programme Manager

Overall purpose of the Job:
The Asia Project Officer will be responsible for managing the implementation of project activities and supporting the administration including project planning documentation of Asia projects. With a growing Programme portfolio, the role will also contribute to the development of new projects or initiatives and maintain a positive relationship with existing and new donors.

The Asia Programme Officer will lead on project implementation and support the wider Asia and global programme team in ensuring the efficient and effective implementation of project activities which includes coordinating research and advocacy, evaluations, drafting written materials (e.g. terms of references and briefing papers), monitoring project progress against work plans, logic frameworks and preparation and management of consultants.

The role will also involve collating data and drafting reports for donors and organisational purposes; monitoring slavery-related developments in Asia and beyond, feeding into monitoring frameworks, project proposals and budgets; attending meetings with and on behalf of the Asia Programme and taking and circulating accurate notes. The role does support the Programme administration of the Programme particularly in relation to capacity building initiatives, consultancy contracts, meetings/conferences and mission logistics (e.g. arranging travel and visas).

The role is working in close coordination with in-country partners, donors, wider Anti-Slavery Programmes and Advocacy and Fundraising and Communications team members.

With a growing number of partners to work with, the successful candidate will be someone who is highly organised, has excellent communication skills, enjoys record-keeping and has the ability to manage competing deadlines to implement multi-discipline projects.
Main Tasks

1. Manage the on time and quality delivery of activities and plans for the Asia and global Programme and provide regular updates to the line manager and other relevant ASI staff members;

2. Provide capacity building and technical support for our local partner organisations.

3. Ensure effective project administration including events, meetings and missions and lead on project activities as agreed with the line manager;

4. Maintain relationships and collaborations with in-country partners, non-government and government bodies, donors (specifically communicating to clarify progress and changes to projects) and other stakeholders accordingly;

5. Keep up to date on anti-slavery regional trends and anti-slavery movements, analysing research and data sets contributing to scoping and making recommendations for expanding the work in existing and new countries;

6. Maintain up to data files of relevant reports, resources of information and any unpublished and published data sets which is relevant to the projects and wider programme development;

7. Working with project partners, prepare briefings/papers to advocate for the eradication of slavery;

8. Draft blogs and other communication materials, and generate content for social media in conjunction with the Fundraising and Communications team;

9. Actively participate in Anti-Slavery staff and team briefings as well as participate in partner and stakeholder meeting, taking and circulating notes;

10. Provide relevant updates and information to the Finance and Administration team and the Fundraising and Communications teams;

11. Assist in the development of a monitoring framework and work plans with ASI and partners and incorporate donor feedback into project planning and monitoring frameworks.

12. Collate and draft quarterly monitoring and evaluation data for donors and the organisation, provide regular progress reports on own work for the line manager, contribute to the preparation of annual reports;

13. Contribute to funding proposals and strategy development of the overall programme;

14. Perform other tasks as agreed with the line manager.
PERSON SPECIFICATION

Essential Criteria

- Minimum 3 years’ experience of project management, including monitoring and reporting, and working collaboratively with external partners in human rights, anti-trafficking or non-governmental organisation;
- Minimum 3 years’ of professional experience working in a field relevant to the programme, in particular safe migration, human trafficking and modern slavery;
- Strong skills in project administration including record keeping and finance systems;
- Experience of recruiting and managing consultants;
- Experience of working with donors, managing budgets and supporting with donor compliance;
- Demonstrated experience of desk research and report writing;
- Experience of public speaking and representation;
- Experience of drafting and supporting policy and advocacy work.
- Excellent communication skills, including fluent spoken and written English.
- Excellent telephone and email etiquette and experience in organising meetings and events.
- Excellent working knowledge of office software packages including Microsoft Office (Outlook, Excel, Word, Power-Point and social media (Twitter/Facebook);
- Ability to work as part of a team and be self-sufficient in organising own work;
- Ability to work with attention to detail under pressure and to deadlines;
- Sensitivity to issues of children, race and religion and commitment to ensuring equal opportunities;
- Ability to travel abroad for short periods;
- Evidence of the right to work in the UK.

Desirable Criteria

- Experience of working on human rights issues related to Asia and/or Africa;
- Experience of working with National and International institutions;
- Experience of managing budgets;
- Experience of writing for websites;
- Good understanding of spoken and written French and/or a relevant South Asian language is an advantage.

Summary Terms and Conditions

- The position is based in Anti-Slavery’s office in Stockwell, London
- Annual leave entitlement is 30 days (on a pro rota basis) including 3 days which must be taken between Christmas and New Year
- There may be a requirement for some out of hours work for which time in lieu is given
- Anti-Slavery International pays 6% into our recognised contribution pension with TPT Retirement Solutions with a mandatory employee contribution of 2%.
- Probationary period – 4 months
- 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: [http://www.antislavery.org](http://www.antislavery.org).

If you wish to apply for this position, please e-mail a CV along with a supporting statement setting out why you want to work for Anti-Slavery International together with your relevant skills and experience that would support your application

* 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.

**Application deadline:** End of Day Wednesday 11th March 2020

Please e-mail your CV and supporting statement to jobs@antislavery.org using the reference Asia Project Officer in the subject line. Please also complete and return the equal opportunities monitoring form.

**Candidates must have a right to work in the UK.**

**Interviews:** will be held on either 1st or 2nd April TBC

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.
Equality and diversity monitoring form

Anti-Slavery International wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We need your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential and be stored securely and limited to only some staff in the organisation’s Human Resources section.

Please return the completed form in an envelope marked ‘Strictly confidential’ to Harpreet Garcha, Anti-Slavery International, Thomas Clarkson House, The Stableyard, Broomgrove Road, London SW9 9TL

Gender

Man ☑ Woman ☑ Non-binary ☐ Prefer not to say ☐
If you prefer to use your own term, please specify here

Are you married or in a civil partnership?

Yes ☑ No ☐ Prefer not to say ☐

Age

16-24 ☐ 25-29 ☐ 30-34 ☑ 35-39 ☑ 40-44 ☐

45-49 ☐ 50-54 ☐ 55-59 ☐

60-64 ☐ 65+ ☐ Prefer not to say ☐

Your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐
British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐
Any other white background, please write in:

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**Mixed/multiple ethnic groups**

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐

Any other mixed background, please write in:

**Asian/Asian British**

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

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**Black/ African/ Caribbean/ Black British**

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

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**Other ethnic group**

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

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**Do you consider yourself to have a disability or health condition?**

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

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The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.
What is your sexual orientation?
Heterosexual □ Gay woman/lesbian □ Gay man □ Bisexual □
Prefer not to say □ If you prefer to use your own term, please specify here

What is your religion or belief?
No religion or belief □ Buddhist □ Christian □ Hindu □ Jewish □
Muslim □ Sikh □ Prefer not to say □ If other religion or belief, please write in: