February 2021

Dear Candidate,

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

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 ensure people can be free from slavery across the world.

The Africa Programme Officer is responsible for overseeing the implementation of projects under the Africa Programme. Currently the Africa Programme includes projects which raise awareness of and support the full emancipation of slavery survivors in Niger, Mali and Mauritania; and projects seeking to eradicate forced begging by religious students in Senegal, Mali, Niger and Nigeria through community engagement, campaigning, research, advocacy and coalition building.

The successful candidate will facilitate the Africa project deliverables and activities (including advocacy, research, publications, capacity trainings, planning meetings and evaluations) effectively and efficiently, working through in-country partners as well as monitoring project budget and progress and preparing donor reports.

Whilst the role will focus initially on the management of our descent-based slavery project in Niger, the role will also support the Africa Programme Manager with the development of other anti-slavery projects and initiatives.

This exciting position brings lots of potential for increased responsibility which requires a high level of organisation and initiative. With a complex programme of work to delivery you will need to have proven experience of managing projects, be highly organised with the ability to use your own initiative with minimal supervision and has the ability to manage competing deadlines to implement multi-discipline projects. Given that the project related to this role is delivered in partnership with a local organisations based in Niger, West Africa it is essential that candidates are fluent in French (both spoken and written)

We are looking for someone who can embody our values and who shares our passion for fighting slavery and interested in monitoring slavery-related developments in Africa.

The role will be two and a half days per week/ **17.5 hours/week for 18 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, and to make a real difference to the lives of people who are most excluded from society.

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

Emmanuelle Tremeau
Africa Programme Manager
Our vision and mission

Our vision is freedom from slavery for everyone, everywhere, always.

Our mission:

- We exist to make ending slavery everyone’s concern.
- We are an ally to survivors and people at risk of slavery.
- Together we challenge and change law, policy, and practice so everyone, everywhere can be free from slavery.

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.

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

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

Over the past eighteen months, Anti-Slavery International’s Board, Senior Management and Staff, in collaboration with a wide range of stakeholders, have developed a new organisational strategy. The new strategy builds on our history, strengthens our thematic focus, and will increase our ability to have impact as a small organisation. Over the next five years we aim to reclaim a campaigning focus (policy, advocacy, and public facing campaigns), whilst remaining committed to our vision and mission:

Our strategic priorities over the next five years are:

- **System Change** – seeking sustainable, long-term change to the systems that underpin and drive slavery.
- **Survivor Voice** – making effective and ethical survivor engagement central to all our work.
- **Movement Building** – continuing to play our part strengthening the global anti-slavery movement.
- **Framing the Issue** – create effective ways to present the issue of slavery so that it remains a political priority and an issue the general-public care about.
- **Legal Frameworks** – Ensuring that international human rights instruments are being used to their full extent to end slavery.

We will work to address these strategic priorities both at a global level and in the context of our focus themes, development of a sub-strategy for each them is currently underway:

- Ending child and youth slavery
- Responsible business
- Migration and trafficking
- Slavery and the environment

Our Programmatic Operations

Our reach is global; we operate in the UK and overseas.

We work closely with 12 local partner organisations on projects in 11 countries, as well as a project that has impact in all 28 EU member states. We also work in strategic alliance 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 supplychains.
- Influence policymakers to take action in support of victims and vulnerablepeople.
- 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. Working within an integrated approach to ensure the financial sustainability of the organisation. This team works together to:

- Develop the financial strategy and plans.
- Ensure that financial reporting, both internal & external is timely and accurate.
- Support the programmes 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.

Income Generation and Communications

Anti-Slavery International 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 income from a range of voluntary and institutional funding 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 in slavery in supply chains to business 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 to people taking action in support of ending slavery.
Role Description
Africa Programme Officer

Grade: B

Hours: 17.5 hours / 2.5 days per week (initially, with possible increase in hours, funding permitting).

Salary: £33,033 pro rata for 2.5 days per week

Duration: 18 months from March 2021 to September 2022, with a possible extension, funding permitting.

Location: Currently home-based (in the future, based in our office in London SW9)

Travel: Some travel for short periods of time, assuming travel restrictions are lifted

Responsible to: Africa programme manager

Role description

Whilst the role will focus initially on the management of our descent-based slavery project in Niger, with a growing Programme portfolio, the role will also contribute to the development of new projects or initiatives.

The Africa Programme Officer will be responsible for 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, briefing papers and communications material; monitoring slavery-related developments in Africa and beyond, feeding into monitoring frameworks, project proposals and budgets; attending meetings with and on behalf of the Africa Programme and taking and circulating accurate notes. The role will also involve overseeing capacity building initiatives with partners, managing consultancy contracts and attending meetings/conferences on behalf of ASI. Although we are not travelling at the moment due to COVID restrictions, once the situation allows the Programme Officer would travel to Niger to monitor the project and provide capacity building support for partners once or twice each year and would also be responsible for organising trip logistics (e.g. arranging schedules, travel and visas etc).

The successful candidate will work in close coordination with in-country partners and donors, as well as working across the organisation with members of the wider Programmes and Advocacy, Fundraising and Communications and Finance and Admin teams. They 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.
Responsibilities

- Lead on the on time and quality delivery of project plans and activities, including the management of local partner organisations and their project plans, activities and outputs;
- Escalate any issues to the Programme Manager in an appropriate and timely manner;
- Provide capacity building and technical support for our local partner organisations;
- Ensure effective project administration including organising events, meetings and project visits and lead on project activities as agreed with the Programme Manager;
- Maintain and manage 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;
- Oversee the recruitment and management of project consultants and of volunteers and project Assistants as required, including the development of ToRs and contracts and the management of consultant deliverables;
- Keep up to date on relevant anti-slavery trends and anti-slavery movements, analysing research and data sets, contributing to scoping and making recommendations for expanding the work in existing and new project countries;
- Maintain up to date files of relevant reports, resources of information and any unpublished and published data sets which are relevant to the projects and wider programme development;
- Working with project partners, prepare briefings/ papers and contribute to advocacy submissions, to advocate for the eradication of slavery;
- Draft blogs and other communication materials, and generate content for social media in conjunction with the Communications team;
- Actively participate in Anti-Slavery staff and team meetings and trainings, as well as participating in partner and stakeholder meeting, taking and circulating notes;
- Provide relevant updates and information to the Finance and Administration team and the Fundraising and Communications teams and undertake financial management and review budget tracking when necessary;
- 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;
- Work with the Programme Funding team, MEL Manager, Programme Support Coordinator and other staff where relevant to draft quarterly and annual reports for donors;
- Provide regular updates for the Programme Manager and prepare update reports for staff meetings and comprehensive quarterly reports for ASI management and staff;
- Contribute to funding proposals and strategy development of the overall programme through desk-based research and/or stakeholder consultations, and to the organisation-wide strategy;
- Work closely with the Safeguarding Manager to ensure safeguarding is incorporated into the programme implementation plans. manage and monitor partners’ compliance with ASI’s and their own safeguarding policies and provide regular updates as needed; and
- Perform other tasks as agreed with the Programme Manager.
Person specification

- **Essential experience and skills.**
  - An understanding of slavery and marginalised groups;
  - Substantial experience of managing projects, including monitoring and reporting, and working collaboratively with external partners in human rights, anti-trafficking or non-governmental organisation; and
  - Fluent spoken and written French.

- **Desirable experience and skills.**
  - Knowledge of the Africa region, especially West Africa;
  - Experience of advocacy work at national or international level.

**Essential Core Competencies:**

**Communicating and Influencing**
- Communicates openly (written and verbal) and inclusively with internal and external stakeholders. Persuades and influences others, using evidence-based knowledge, modifying approach to deliver message effectively.
- Questions or challenges the views of others in an open and constructive way.
- Actively ensures all views are heard and asks questions to help draw people out.
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement.

**Building and Managing Collaborative Relationships**
- Proactively manages partner relationships, preventing or resolving any conflict, supporting and mentoring ASI partners, where required.
- Adapts style to work effectively with all partners and stakeholders, building consensus, trust and respect.
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership.
- Understands differences, anticipates areas of conflict and takes action with a view to resolve satisfactorily.

**Managing Performance and Motivating Others**
- Encourages team to seek opportunities to develop professional skills and knowledge.
- Ensures own and others’ workloads are realistic and achievable.
- Provides staff with clear direction and objectives, ensuring they understand expectations.
- Gives staff autonomy and confidence to perform well and to their potential.
- Is committed to ongoing learning and development of own and others.
- Agrees and monitors challenging, achievable performance objectives in line with ASI priorities.
- Promotes a positive team culture that respects diversity and deals with barriers to inclusion.
- Briefs and prepares team to accomplish goals and objectives.
Strategic Thinking and Critical Analysis
• Communicates ASI’s strategic priorities in a compelling and convincing manner, encouraging buy-in. Helps others understand ASI and the complex environment in which it operates.
• Demonstrates a ‘bigger picture’ approach when dealing with own or departmental activities/tasks. Encourages self and others to think about organisation’s long-term potential.
• Takes account of a wide range of public and partner needs to inform team’s work.

Responsible Use of Resources or Resource Management
• Demonstrates awareness of ASI’s commitment to value for money and responsible use of resources. Shows understanding of relevant budgets and how they apply in own work environment.
• Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources.
• Negotiates and manages contracts responsibly across a diverse supplier base

Adaptability
• Maintains a focus on key priorities and deliverables, staying resilient in the face of pressure.
• Uses challenges as an opportunity to learn and improve.
• Participates fully and encourages others to engage in change initiatives.
• Manages team’s well-being, supporting them to cope with pressure and change

Summary Terms and Conditions
• The position is based in Anti-Slavery’s office in Stockwell, London. However, currently staff are mostly working from home, and so this role will be home-based until national restrictions are lifted and it is deemed safe to return to the office.
• Annual leave entitlement is 30 days (on a pro rota basis initially) 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%.
• Candidates must be available to start as soon as possible after interview, so ideally early March 2021.
• Unison is the recognised trade union.
How to apply

The 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 the role, and explain how your skills and experience support your application, taking care to show how your experience matches the requirements of the person specification.

Application deadline: End of day Friday 26 February 2021.
Interviews will be held during the week commencing 8 March 2021.
We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Please submit your application to jobs@antislavery.org, using the reference ‘Africa Programme Officer’ in the subject line. Please make sure your attachments are named in this format: name.surname.cv / name.surname.statement.

Candidates must have the right to work in the UK; please confirm in your supporting statement that this is the case.

Please also complete the equal opportunities monitoring form at the end of this document, and return it to Harpreet Garcha, Anti-Slavery International, Freepost, RTHR–BCGJ–RALS, Unit 4, The Stableyard, Broomgrove Road, London SW9 9TL.

We particularly welcome applications from survivors of modern slavery, persons with disabilities, BAME, LGBT or other minorities.

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. These organisational policies include but are not limited to, the Code of Conduct policy and Safeguarding policy. Anti-Slavery International strictly maintains a 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 ensure high standards of staff behaviour and integrity.
- To safeguard the welfare of Anti-Slavery International staff, interns, and volunteers, and of external stakeholders with whom Anti-Slavery International works or comes into contact.
- To protect Anti-Slavery International’s reputation and interests.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code.
### 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.

**Role applied for:** ........................................................................................................................................

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**Are you married or in a civil partnership?**  
Yes ☐  No ☐  Prefer not to say ☐

**Gender**  
Man ☐  Woman ☐  Non-binary ☐  Prefer not to say ☐

**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.*

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<td>Chinese</td>
<td>Any other mixed background</td>
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Please specify below if you wish
Disability.
Anti-Slavery suggests that people define their status based on the social model of disability – that is, disability is the denial of equal rights and opportunities in society that a person with an impairment may face.

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.

Do you consider yourself to have a disability?
Yes [ ] No [ ] Prefer not to say [ ]

Please describe the nature of your disability or health condition below:

Religion or belief

- No religion or belief [ ]
- Jewish [ ]
- Baha’i [ ]
- Muslim [ ]
- Buddhist [ ]
- Sikh [ ]
- Christian [ ]
- Other [ ]
- Hindu [ ]
- Please specify below if you wish [ ]
- Jain [ ]
- Prefer not to say [ ]

Sexual Orientation

- Bisexual [ ]
- Gay man [ ]
- Gay woman/lesbian [ ]
- Heterosexual [ ]
- Prefer not to say [ ]

Thank you for completing this form.

Please return to: Harpreet Garcha, Anti-Slavery International, Freepost, RTHR–BCGJ–RALS, Unit 4, The Stableyard, Broomgrove Road, London SW9 9TL.