Recruitment Pack

Programme Partnerships Coordinator
May 2021

Dear Candidate,

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

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. Over this past year Anti-Slavery International has argued hard that the pandemic has hit the poorest hardest, making more people vulnerable to slavery. Our work has never been more necessary. Our generous supporters, members and partners have meant we have been able to navigate the challenges of the pandemic well.

This is an exciting opportunity for a Programme Partnerships Coordinator 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 Coordinator role supports Anti-Slavery International in delivering our programmes and advocacy across Africa, Asia, UK and Europe, giving the post holder the opportunity to work across all our projects and in close collaboration with the programme team members.

As Programme Partnerships Coordinator you will be responsible for cultivating, developing and stewarding relationships with new and existing donors, research and identify new funding opportunities for Anti-Slavery International’s strategic priority areas, develop high quality grant applications and produce 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 16 June 2021. Interviews will be held in the week of 21 June.

Best wishes

Rod Leith

Programme Funding Manager
About us
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’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 of 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.

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 27 EU member states. We also work in 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 receive protection;
- Work with the private sector to identify and address slavery in global supply chains;
- Influence policymakers to take action in support of victims and vulnerable people; and
- 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; and
- Manage our freehold offices.

Income Generation and Communications

Anti-Slavery has ambitions to grow its impact and in order 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 voluntary and institutional grant funding income from a range of donor 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 through providing consultancy on slavery in supply chains to business in the UK and overseas;
- Build on a well-recognised and digitally well embedded brand; and
- Increase profile in the UK and international media that leads to people taking action in support of ending slavery.
Job Description

Programme Partnerships Coordinator

GRADE  Grade C
SALARY  £34,912 - £41,483 per annum
LOCATION  Based in Stockwell, London
           Currently home-based due to Covid 19 safety measures
DATE  May 2021

CONTEXT

Anti-Slavery International’s 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

Some of Anti-Slavery International's work in these focus areas is delivered through restricted grant funded projects that are supported by a variety of statutory and voluntary sector donor Institutions in the UK and internationally.

The Programme Partnerships Coordinator is based in the Fundraising and Communications Team and works in close collaboration with the Programmes, Policy and Advocacy and Finance Teams to develop proposals for donor institutions that provide competitive grant-making opportunities which they organise through periodic calls for proposals or through recurrent application windows.

Line management for the Programme Partnerships Coordinator is provided by the Programme Funding Manager.

MAIN TASKS

Role purpose

- To work alongside the Programme Funding Manager and with members of the Programmes, Policy & Advocacy, Fundraising & Communications and Finance Teams to develop quality applications for restricted grant funding for Anti-Slavery International’s programmatic, policy, advocacy and campaigning work.
- To work alongside the Programme Funding Manager and with members of
the Programmes, Policy & Advocacy, Fundraising & Communications and Finance teams to contribute to the delivery of high-quality grant management.

- Responsible for cultivating, developing and stewarding relationships with restricted grant donors, ensuring a smooth, timely and appropriate flow of information between Anti-Slavery International and donors.
- To research and identify new restricted funding opportunities for Anti-Slavery International’s strategic focal areas.
- To lead the coordination across teams of all restricted application and reporting processes.

Specific responsibilities - Competitive grant fundraising:

- Responsible for preparing and coordinating the processes and schedules for grant funding applications across the Programmes, Policy & Advocacy teams, Fundraising and Finance Teams as required.
- Work closely with the Programme Funding Manager 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 working on business plans, budgets, theories of change, log frames and risk assessments, in addition to involvement in the drafting and editing of narrative proposals.
- Responsible for coordinating the sign-off for applications from senior management, and ensure their feedback is integrated into the application development process at all relevant stages.
- Proactively garner insights on applications and reporting for donors that ensure that organisational learning gained from applications, successful and unsuccessful, and from the management of projects are shared, to inform continuous improvement in processes and systems for the pursuit, acquisition, and management of restricted funding.
- Work closely with the Programme Funding Manager and Head of Fundraising in developing strategies to increase competitive grant income and ensure the portfolio of active donors is supporting the diversity of Anti-Slavery’s planned or desired project activities, in line with the strategic plan.

Specific responsibilities - Donor development

- Coordinate ongoing 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’s focus issues, programme approaches and operational contexts.
- Manage relationships with existing donors and be responsible for identifying and developing new relationships with donors with whom Anti-Slavery’s work has operational and strategic synergy.
• Contribute to a cross-organisation approach to donor relationships by keeping abreast of emerging trends in the restricted fundraising environment and the development sector, and proactively brief colleagues on relevant news and changes, participating in relevant external networks, sharing information and learning.

• Solicit, prepare for, brief and represent Anti-Slavery International at external meetings with relevant stakeholders to cultivate and steward new or existing donors.

• Research potential and existing funders and identify and assess appropriate funding opportunities with restricted donors. Keep Programmes and Policy & Advocacy Teams informed of donor developments, to assist the Teams in assessing the potential alignment between planned work or projects under development and the external donor environment.

• Work closely with the Programme Funding Manager and the Head of Fundraising to research and evaluate funding calls and competitive grant prospects and develop appropriate activities and bid plans for each call.

**Specific responsibilities - Grant management:**

• Responsible for preparing and coordinating schedules for report submissions across both the Programmes and Policy & Advocacy Teams and the Finance Team as required.

• Responsible for reviewing primary reporting inputs from project teams and identifying and resolving any issues arising in relation to non-alignment with donor requirements or expectations, in liaison with the project staff and/or Heads of Teams wherever appropriate.

• Responsible for ensuring grants are set up, managed, and monitored in accordance with donor requirements, coordinate 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.

• Responsible for 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 for ensuring the expectations and requirements of donors are fully understood by all relevant staff engaged in each project.

• Process grant agreements and review clauses therein to ensure appropriate management of grant requirements. Keep the key organisational staff informed of relevant requirements, grant conditions, application forms, submissions and reporting deadlines, ensuring that relevant staff across the organisation are aware of their respective grant management and donor compliance responsibilities.

• Ensure the systematic filing of relevant grant documents, and in coordination 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 the competitive grant management function to support
fundraising across the organisation.
PERSON SPECIFICATION

Essential

- 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, NED, Open Society, and other large grant-making institutions.
- Experience of accountable grant management involving restricted grant donors, preferably for human rights and/or development programmes.
- Ability to write and design creative and well-constructed fundraising submissions and materials, in collaboration with project teams.
- Good understanding of restricted funding and institutional sources.
- Excellent written and verbal English skills.
- Experience of writing clear and concise donor reports.
- Experience and understanding of fundraising planning, monitoring and evaluation.
- High level of numeracy, and an ability to collaborate with finance staff on the development of project budgets and donor financial reports.
- Ability to work in a small team.
- Excellent IT skills, including use of databases, spreadsheets, and word processing.
- Excellent organisation skills in managing systems to capture funding documentation.
- High level of accuracy and attention to detail.
- Self-confident and ability to take the initiative.
- Ability to manage own time and workload efficiently in order to prioritise 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

- French language skills.
- Project design and management experience.
Summary Terms and Conditions

- The position is based in Anti-Slavery’s office in Stockwell, London or from home during Covid-19 safety measures;
- 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%;
- Probationary period – 4 months;
- **Unison** is the recognised trade union.
- Anti-Slavery staff have access to an Employee Assistance Programme which provides 24/7 confidential support and advisory services on a range of issues including stress and anxiety, debt, work, lifestyle, addictions, relationships and legal information.
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 e-mail a CV along with a supporting statement setting out why you want this role and explaining 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 Coordinator in the subject line before midnight on 16 June.

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

Interviews will be held in the week of 21 June and we will be conducting the interviews online.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.
We particularly welcome applications from survivors of modern slavery, people of colour and other racial minority communities, trans, non-binary and/or older people (aged 50+).

Anti-Slavery International has 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.

Anti-Slavery International is committed to safeguarding all 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. 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

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 legitimately 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), Anti-Slavery International complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Anti-Slavery International undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
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 to return to Harpreet Garcha, Anti-Slavery International, Freepost, RTHR–BCGJ–RALS, Unit 4, The Stableyard, Broomgrove Road, London SW9 9TL.

**Month/Year:**

**Position applied for:**

**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: ____________________________

**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: ____________________________

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

African [ ] Caribbean [ ] Prefer not to say [ ]

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

**Other ethnic group**

Arab [ ] Prefer not to say [ ] Any other ethnic group, please write in: ____________________________
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:

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:

