



Recruitment Pack

Business and Human Rights Manager

June 2022

Dear Candidate,

Thank you for your interest in the role of Business and Human Rights 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.

Responsible business is one of Anti-Slavery International's four strategic themes. Your role will be to lead this area of our work, taking forward and strengthening our advocacy strategies to end forced labour in supply chains. You will build upon an existing body of internationally-leading campaigns and projects, and scope out and develop new ways of working and programming.

This role will suit an individual with strong advocacy experience, considerable knowledge on relevant labour rights/human rights issues, and existing knowledge or experience in ongoing business and human rights debates.

You will be ready to work with a range of stakeholders, including civil society, trade unions, businesses, academics, lawyers and politicians, to achieve our objectives. You will have strong influencing and communication skills, and the emotional aptitude to navigate complex relationships.

The deadline for applications is midnight BST on Sunday 26 June 2022. Interviews will be held in the week of 4 July 2022.

Best wishes

Chloe Cranston
Head of Thematic Advocacy Programmes

Job Description

Business and Human Rights Manager

GRADE	Grade C
SALARY	£40,738-£44,835 per year
CONTRACT TYPE	Permanent
HOURS	Full time
LOCATION	Based in the UK (ideally London, or vicinity) with flexibility for hybrid working.
DATE	June 2022

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](#).

The Business and Human Rights Manager is a critical role in the Advocacy and Programmes Team, who leads our Responsible Business strategy. Using advocacy experience and considerable knowledge of relevant issues, the Business and Human Rights Manager will lead a small team (currently two full-time positions – the Business and Human Rights Policy and Research Officer and the Private Sector Adviser, and two consultant positions – the EU Senior Adviser and the EU Central Asia Adviser) to develop and deliver effective advocacy strategies on forced labour in global supply chains.

As a focus of our work in the past four years, Anti-Slavery International has advocated for stronger legal protections in the [European Union](#) and [UK](#), through our calls for mandatory human rights and environmental due diligence laws and laws which prohibit trade in goods produced with forced labour. We have adopted a range of insider and outsider campaign tactics in this advocacy, including working through coalitions, advocating directly to political stakeholders, engaging with businesses, communications and media, and building a network of partners around the world to support their involvement in these debates.

Our advocacy is underpinned by research, the work of our partners, our relevant

country [programmes](#), and our advisory partnerships with businesses. We work directly with carefully-selected companies as a “critical friend” to improve their understanding of the root causes of modern slavery, including in their own business models, and to advise them on prevention, mitigation and remediation strategies rooted in meaningful human rights due diligence and worker engagement. We strive to use our evidence from this work to shape legal and industry debates at regional/ international levels.

The successful candidate will build upon this body of work, to lead our campaigns to further success in the coming years. They will scope out and develop new ways of working and programming, such as advancing our partnerships with the legal community to hold companies to account, further developing our advisory work, and partnering with civil society and other stakeholders around the world to support programming in the area of business and human rights and forced labour.

In all of this work, the successful candidate will provide effective policy and strategic direction, mentoring and management to Anti-Slavery International’s Business and Human Rights team.

MAIN TASKS

Role purpose

- Drive strategic advocacy and campaigns focused upon ending forced labour in global supply chains
- Oversee, develop and support the implementation of our work to partner with companies to drive forward more worker-centred approaches to addressing forced labour
- Develop and support the design and delivery of new global programmes for Anti-Slavery’s responsible business work
- Ensure quality systems and standards in the delivery of advocacy, campaigns and projects, from project development, budgeting, delivery, reporting, and monitoring and evaluation
- Act as a spokesperson for Anti-Slavery International on issues relating to business and human rights
- Provide effective leadership and management to the Business and Human Rights team

Advocacy and project planning and delivery

- To develop and lead impactful international and national advocacy and campaign strategies on forced labour in global supply chains, notably by taking forward our existing campaigns for stronger laws in the EU and UK and the supply chain components of our campaigns to end state-imposed forced labour in Turkmenistan and the Xinjiang Uyghur Autonomous Region.

- To develop Anti-Slavery International's policy positions on key business and human rights/forced labour in supply chains debates, and work with Team members to ensure such positions are coherently and consistency communicated in advocacy.
- To guide the use of varied advocacy and campaign tactics, as strategic, to deliver success in these campaigns, collaborating closely internally and externally to do so.
- To lead project management of Anti-Slavery International's advocacy campaigns, including through development of project concepts and proposals, budgeting, project delivery, including delivering projects in time to project specification, and donor reporting.
- To collaborate with relevant teams in the wider organisation for advocacy, namely the Advocacy and Programmes Team, the International Advocacy Team, and Communications.
- To conduct and oversee desk-based and primary research to support Anti-Slavery International's work in business and human rights.

Advisory and programme work

- To oversee and support the work of Anti-Slavery International's Private Sector Adviser to partner with companies to drive forward worker-centred approaches to addressing forced labour, notably: providing strategic direction to this work; ensuring quality assurance; building and maintaining strong relationships with Anti-Slavery's corporate partners; delivering aspects of this work as required; and capturing the learnings of this work for Anti-Slavery's advocacy.
- To support the further development of the advisory work strategy, ensuring this work integrates with Anti-Slavery International's wider strategy
- Together with the Corporate Partnerships Manager, to oversee the internal due diligence process for any new corporate partners.
- Together with the Fundraising Team and other programme managers, to scope, design and oversee new global programmes which strengthen corporate accountability for forced labour and/or develop worker-centred solutions to ending forced labour in supply chains.
- To advise new and existing global programmes relating to forced labour in global supply chains and responsible business

Representation, communication and relationship-building

- To work in close collaboration with other internal roles, notably the International Advocacy Team, to ensure that Anti-Slavery International engages in key business and human rights fora and is influential in significant policy debates, in the UK, Europe and globally (UN, G7, ILO).
- To represent Anti-Slavery International in print and broadcast media on business and human rights and advise on external communication and

messaging relating to business and human rights.

- To represent Anti-Slavery International at senior levels, including with politicians (particularly the UK) and companies, at public and private meetings as appropriate.
- To liaise regularly with key partners and stakeholders for Anti-Slavery International's business and human rights work, including, peer NGOs, trade unions, companies, academics, journalists, and other stakeholders, to maintain strong relationships, share our expertise and policy messages on forced labour in global supply chains, and develop our analysis.
- To build and maintain strong relationships with national and local partner organisations based in countries with a high prevalence of forced labour.
- To build and maintain strong relationships with the legal community which can support Anti-Slavery International to take forward its corporate accountability work, including by advising Anti-Slavery International and its partners on the use of litigation routes on behalf of people affected by forced labour and human trafficking in supply chains.

Team leadership and management

- To supervise, manage and provide advice and support to the Business and Human Rights team in their work.
- To promote team working and staff development and training, and monitor staff performance on an ongoing basis, providing feedback as appropriate.
- To oversee the recruitment and deployment of new staff and consultants, as required, to support the delivery of Anti-Slavery International's business and human rights work.
- To ensure the Business and Human Rights team prioritises its work so that it is strategically aligned and delivers impact against the 2020-2025 strategy and Operational Plans.
- To ensure the business and human rights work takes account of relevant financial, security and reputational risks, is undertaken in line with Anti-Slavery International's values and safeguarding standards, and that quality standards are met by the Team.
- To coordinate the preparation of regular team plans, as well as updates and reports for the wider organisation and Board and donor engagement and reporting.
- To provide quality control to Anti-Slavery International's business and human rights' public outputs, ensuring all outputs are in line with Anti-Slavery's business and human rights policy lines and liaising internally for sign-off procedures.
- To work with the Fundraising and Communications Team on project

funding and reporting and external engagement and the Finance Team on budgeting, monitoring project expenditure, and providing expenditure forecasts and reports.

Other

- Undertake other tasks as agreed with the Head of Thematic Advocacy Programmes.
- Travel on Anti-Slavery International business, for advocacy or project visits, where travel restrictions, for example in relation to COVID, allow.

PERSON SPECIFICATION

Essential

- Considerable experience of working within a relevant field, in particular labour rights, ethical trade, or business and human rights.
- Detailed knowledge and/or experience of international legal standards on supply chains and relevant ongoing business and human rights debates.
- Detailed knowledge of practical solutions to respect human rights in the private sector.
- Experience of developing and leading effective advocacy strategies on relevant human rights issues, including a demonstrable ability to analyse and navigate sometimes complex political contexts and relationships.
- Demonstrable relevant experience or skills/knowledge to design and implement global programmes in the area of business and human rights/forced labour in supply chains.
- Experience of project development and management, including to develop funding proposals, budgets and donor reports.
- Excellent and demonstrable verbal communication skills including diplomacy, presentation, negotiation and influencing skills.
- Ability to build and navigate relationships with a diverse range of stakeholders, including NGOs, trade unions, companies, academics and lawyers, including to build meaningful partnerships.
- Willingness and ability to challenge positions and the status quo, leveraging tact and influence to achieve positive outcomes.
- Ability to manage research, with the relevant skills for writing, editing, proofing and approving research and policy documents for publication in English.
- Experience of managing and mentoring staff.
- Ability to work as part of a team and to collaborate closely internally and externally.

- Ability to work with attention to detail, under pressure and to deadlines.
- An ability and willingness to travel on behalf of Anti-Slavery International, where travel restrictions, for example in relation to COVID, allow.
- Ability to administer own workload.

Desirable

- Knowledge of intersecting issues, such as child rights, migrant rights or trafficking issues, or other modern slavery issues.
- A legal background relevant to business and human rights
- Experience of working in coalitions/ multi-stakeholder initiatives.
- Experience of training and facilitating workshops across a range of specialist and non-specialist audiences.
- Experience of working with locally based partner organisations around the world.
- Proficiency in languages other than English, for example, Russian, Mandarin, Spanish, French, southeast Asian languages.
- Expertise on human rights in specific countries where there is a strong link to international supply chains.

Summary Terms and Conditions

- The position is based in Anti-Slavery's office in Stockwell, London or vicinity with flexibility for hybrid working.
- Annual leave entitlement is 30 days (on a pro rata basis initially) including 3 days that 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
- 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 4 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 **Business and Human Rights Manager** in the subject line **before midnight BST on Sunday 26 June 2022**.

Please also complete the equal opportunities monitoring form [at this link](#). The form is anonymous and responses will be handled in strict confidence.

Interviews will be held in the week of **4 July 2022** 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 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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