



Recruitment Pack

**Programme Assistant – Regional
Advocacy Programmes**

May 2023

Dear Candidate,

Thank you for your interest in the role of Programme Assistant – Regional Advocacy Programmes (French speaking).

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.

This role is based in the Regional Advocacy Programmes team and will support Anti-Slavery International's regional advocacy programmes work, contributing to our strategic priorities through the successful and timely management of our portfolio of regional work, with an initial focus on our work to end slavery in the Africa Region. This role requires working proficiency in French.

The successful applicant will work with the Head of Regional Advocacy Programmes, Programme Officers and Coordinators to ensure the smooth delivery of our work.

We offer excellent terms and conditions, including 30 days' annual leave (including 3 days which must be taken between Christmas and New Year), pension contributions, flexible hours, and an Employee Assistance Programme.

The deadline for applications is **5 June 2023 at 20:00 GMT**. Interviews will be held in the week of 12 June.

Best wishes,

Miriana Girdi
Head of Regional Advocacy Programmes

Job Description

Programme Assistant – Regional Advocacy Programmes

GRADE	Grade A1 – A4
SALARY	£28,714 - £31,792 per annum

As per our pay policy, new appointees will normally start on the first point of the advertised salary scale, however this can be negotiated for a candidate with significant experience.

CONTRACT TYPE	2 years with the possibility to renew.
HOURS	Full-time, 35 hours per week
LOCATION	Based in the UK (ideally London) with flexibility for hybrid working. Travel to some overseas programme countries may be required.
DATE	May 2023

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](#).

We are seeking to appoint a highly organised and motivated individual to provide administrative and project management support to a small team delivering our regional advocacy programmes work.

Our team currently works with partners in five countries in Africa (Tanzania, Ghana, Mali, Niger, and Mauritania), delivering projects that contribute to our strategy, including to end child slavery. Working under the supervision of the Head of Regional Advocacy Programmes, the Programme Assistant will contribute to the

successful and timely management of our portfolio of regional work, with an initial focus on our work to end slavery in the Africa Region, which may later expand to supporting our work in UK and Europe, and Asia. They will assist in planning, executing, and monitoring project activities; coordinate all aspects of project-related travel arrangements; facilitate communication with our partner organisations; and coordinate with internal teams. They will play a major role in ensuring that projects are on track, and information is shared internally and externally in a timely manner, supporting the effective delivery of our advocacy and programmatic goals.

The candidate will have working proficiency in French, and will have an interest in working in partnership with organisations based in countries where Anti-Slavery International operates, and on projects designed to end slavery. They will also have an affinity for working with people from different backgrounds, notably an international team and partners, as well as a strong interest in and commitment to human rights.

MAIN TASKS

Key responsibilities:

Project support:

- Providing support to Programme Officers and Coordinators in implementing and monitoring project activities;
- Supporting the development and implementation of internal project coordination systems and monitoring tools for improved efficiency and effectiveness;
- Organising regular project coordination and review meetings;
- Contributing to the development and planning of new projects; including collating relevant information from reports and other documentation, inputting data in donor templates, and providing inputs to develop project budgets;
- Providing some support in translating project documents and correspondence (such as emails/ correspondence with partners and project meeting notes) where needed;
- Assisting the team in maintaining digital records and files; and
- Support basic budgeting for project-related activities, including tracking expenditure and handling invoices.

Logistics:

- Supporting the planning and coordination of meetings and workshops, whether in person or online. This will include tasks such as liaison with venues, communication with speakers and participants, setting up registration forms, managing any special requirements; setting up online meeting platforms, circulating meeting links, etc.;
- Scheduling regular meetings, preparing meeting agendas, taking meeting notes; and
- Maintaining a central database of key suppliers such as translators, interpreters, evaluators or consultants.

Travel administration:

- Liaising with travel agencies, managing flight, train, and hotel bookings for project-related travel;
- Updating internal systems tracking information such as visa, vaccine and other health requirements for work-related travel. Facilitating visa application processes when required;
- Supporting our partners' travel to London, Geneva, or other locations as required;
- Providing support in monitoring and updating security and safety information on the countries where we work, particularly when travel is planned; and
- Reflect relevant updates in our internal policy and guidelines related to travel; prepare travel proposals and other relevant documents for internal authorisation.

Other:

- Undertake other tasks as agreed with the Head of Regional Advocacy Programmes; and
- Potential travel to the regions where Anti-Slavery International operates as travel restrictions, (for example in relation to COVID and the security situation), allow.

PERSON SPECIFICATION

Essential

- A demonstrated interest in human rights, children's rights, slavery, anti-trafficking, and/or related issues.
- Highly organised and able to develop/ administer systems allowing for efficient coordination of project activities, such as GANTT Charts, project planner.
- Working knowledge of French (able to communicate and work in both English and French).
- Competent with standard IT packages.
- Ability to plan own workload and support others to facilitate the smooth delivery of multiple priorities.
- Experience of working collegially and collaboratively across teams
- Good written and oral communication skills and experience of using a variety of communication methods.
- Good attention to detail.
- A proactive attitude, adaptability and willingness to learn.

Desirable

- Competent with remote working tools (such as MS Teams, Zoom, Skype for Business, Trello).
- Experience of project planning, organising meetings, and taking notes/minutes.
- Experience of supporting the preparation of documents, such as reports.
- Experience of making travel arrangements.
- Experience of working with organisations operating from one or more of the regions in which we operate, notably sub-Saharan Africa, South Asia and the Gulf.

Summary Terms and Conditions

- Anti-Slavery's office is in Stockwell, London. The post holder should be based in the UK (ideally London) with flexibility for hybrid working.
- Annual leave entitlement is 30 days (on a pro rota 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 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 explaining how your skills and experience support your application. The successful candidate must by the start of his/her employment have permission 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 Assistant – Regional Advocacy Programmes** in the subject line **by 5 June 2023 at 20:00 GMT**.

Interviews will be held during the week of 15 June 2023.

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

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

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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