Recruitment Pack

Private Sector Officer
Dear Candidate,

Thank you for your interest in the role of Private Sector Officer.

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 is a newly created role in the Business and Human Rights Team, to support the Private Sector Adviser in our advisory work with business partners of Anti-Slavery International, addressing modern slavery risks in their operations and supply chains. You will support existing partnerships with companies like ASOS and TFG London and forge new relationships overseen by the Private Sector Adviser. You will also support our advocacy and campaigns, by using learnings from businesses’ practice in the messaging and case studies used to call for stronger corporate accountability laws. You will work closely within the Business and Human Rights Team and more widely with Thematic Advocacy colleagues.

This role will suit someone who is ready to work directly with businesses to challenge the status quo and find worker-centred solutions to drive more meaningful action to prevent and remedy modern slavery. You will have experience working with companies and will have knowledge of business and human rights.

The deadline for applications is 24 September 2023. Interviews will likely be held between 29 September and 4 October 2023. The start date for this role is from November, though flexibility for a later date will be considered for the right candidate.

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

Best wishes

Eloise Savill
Private Sector Adviser
Job Description
Private Sector Officer

GRADE Grade B
SALARY £33,978–£37,099 per year
CONTRACT TYPE Permanent
HOURS This role is offered as a full time position at 35 hours per week
LOCATION Based in Stockwell, London, however we accommodate hybrid working arrangements
DATE September 2023

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 make sure people can be free from slavery across the world. 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.

As a focus of our Responsible Business work, 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, engagement with businesses, communications and media, and building a network of partners around the world to support their involvement in these debates. A key part of our work is working directly with businesses and other organisations to advise them on strengthening their approaches to tackle modern slavery in their supply chains.
THE ROLE

The Private Sector Officer will play an important role in implementing one pillar of the responsible business strategy, our advisory work.

In the past five+ years Anti-Slavery International has engaged with a number of UK and EU businesses, peer charitable organisations, and UK Government departments on how they address modern slavery in their supply chains. We reject tick box and audit-driven approaches by business to tackle modern slavery risks. Instead, we strive to work with companies to improve their understanding of the root causes of modern slavery, including in their own business models, to advise them on prevention, mitigation and remediation strategies rooted in meaningful human rights due diligence and worker engagement, and to support them to engage with other external stakeholders, such as local NGOs and trade unions.

Our ambition is to strengthen and scale up this work, by identifying companies with which we can build long-term partnerships to undertake work that will challenge current business processes, develop worker-centred and sustainable approaches to modern slavery risks, and use these learnings to drive forward global best practice and would inform strong legislation. The successful candidate will have knowledge of business and human rights, be willing to learn, and will always work on the side of workers.

The Private Sector Officer will be responsible for supporting current advisory projects, led by the Private Sector Adviser, will support securing new partnerships with the Fundraising Team and will help communicate our advisory work externally with the Communications Team.

In addition to leading and delivering our advisory work, the Officer will also support our advocacy work, mobilising businesses where necessary and working to drive forward strong corporate accountability laws and global best practice in addressing modern slavery in supply chains.

MAIN TASKS

Role purpose

- Support the Private Sector Adviser on the development and delivery of advisory work with business and other organisations (peer charities, government departments) on their steps to address modern slavery in their operations and supply chains.
- Work with colleagues to identify, cultivate and secure new partnerships and clients.
- Provide support to the wider Business and Human Rights and broader Thematic Advocacy Teams on Anti-Slavery International’s advocacy on corporate accountability laws.

Support on advisory work with businesses

- To produce high-impact programmes of work with businesses, investors or
other organisations to improve how they address modern slavery risks in their operations and supply chains. This may be through trainings and workshops, policy reviews, development of worker-centred due diligence and assessment processes, advice on remedy procedures etc.

- To design and produce high-quality materials, such as training packages and guidance documents, which can be tailored for specific partners, under the guidance of the Private Sector Adviser.
- To conduct ad hoc research where relevant for business advice as guided by the Private Sector Adviser.
- To work with the Communications Team to keep abreast of pertinent news and business trends that would be relevant to our advisory work, and support on communicating these trends both internally and externally.

**Identify and secure potential new partnerships and clients**

- To prepare background and briefing notes to support the Private Sector Adviser and Fundraising Team to strategically identify new partners for Anti-Slavery International’s strategy on business advice, in line with our ethics and priorities.
- To work with the Fundraising Team to proactively generate leads, and maximise reactive enquiries, to help in securing new high impact partnerships.
- To develop proposals/workplans under the guidance of the Private Sector Adviser and Fundraising Team for advisory work; and to review contracts and budgets prepared by the Fundraising Team in line with workplans.
- To conduct research to develop action plans on how to engage with key strategic industries (e.g. construction, agriculture, garment, services, logistics).
- To work with the Business and Human Rights Team and Fundraising Team, and other colleagues as relevant, to undertake due diligence on any potential new contracts, to consider reputational and ethical challenges.
- To identify meetings and events, where Anti-Slavery International can contribute in order to widen our network and forge new relationships.
- To input into the revision of the private sector advisory webpages where needed.
- To co-develop digital marketing materials and content with the Communications Team to promote Anti-Slavery International’s advisory services.

**Support Anti-Slavery International’s advocacy on corporate accountability laws**

- To share learnings from business advisory work with the wider Business and Human Rights and Thematic Advocacy Teams on a proactive and regular basis, supported by the Private Sector Adviser.
• To stay up to date on best (and worst) practice by businesses, investors and other organisations to address modern slavery in supply chains, informing the wider Business and Human Rights and Thematic Advocacy Teams.

• To support engagement with our wider business network to mobilise their support at key times in our advocacy campaigns.

PERSON SPECIFICATION

Essential

Knowledge of business and human rights

Interest in business and human rights and knowledge of relevant international standards.

Demonstrable ability to learn and pick up new subject matters or areas of work relatively swiftly.

Relationship management experience

Experience working within or with the private sector.

Excellent and demonstrable verbal communication skills including diplomacy, presentation, negotiation and influencing skills, with the confidence to represent Anti-Slavery International and its work to a wide range of often external audiences.

Ability to think strategically to solve problems and identify opportunities, make decisions and prioritise effectively, demonstrating initiative and a strong desire to achieve agreed objectives.

Professional experience supporting external facing communications to a variety of audiences (e.g. developing content ideas and drafting).

Strong networking skills with an ability to exude confidence and sell Anti-Slavery International’s services and added value.

Creativity and an ability to identify, develop and present new partnership ideas.

Excellent relationship building skills – must be both personable and diplomatic.

General

Experience showcasing strong public-speaking and listening skills, demonstrated through studies or professional experience.

Ability and willingness to work with a high degree of autonomy to deliver against agreed targets.
Excellent and demonstrable attention to detail.

Strong commitment to Anti-Slavery International’s ethics, and to workers’ rights.

Commitment to being a team player.

Ability to work well under pressure, meet deadlines and achieve solutions.

Desirable

Experience in business development, generating leads and converting to new business.

Experience providing advisory services to other organisations (businesses, CSOs or public sector).

Understanding of, or experience of, working on practical solutions to address labour exploitation/modern slavery in the private sector, for example as a consultant, in a company or with a peer NGO.

Proven experience of delivering trainings/workshops.

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)
- 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 of no more than two pages, 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 include your earliest possible start date in your application.

Please submit your application to jobs@antislavery.org using the reference Private Sector Officer in the subject line before midnight on 24 September 2023.

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 likely be held between 29 September and 4 October 2023.

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.