Recruitment Pack

Business and Human Rights Partnership Coordinator
December 2023

Dear Candidate,

Thank you for your interest in the role of Business and Human Rights Partnership 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 make sure people can be free from slavery across the world.

For years, we have been advocating in multiple regions for strong laws to protect workers in global supply chains and hold corporations accountable for failing to prevent harm. Part of our work involves coordinating with partners around the globe to inform our legislative advocacy and ensure laws are designed in a way that reflects the true needs on the ground. We coordinate a global partner network, the Global Network to End Forced Labour (NForce), which is made up of civil society organisations from around the world who work on worker rights with the objective of sharing learning from experiences in countries heavily affected by corporate human rights abuses. The Business and Human Rights Partnership Coordinator will be responsible for coordinating the NForce and working on specific projects with select NForce partners.

Anti-Slavery International is part of other coalitions that aim to end forced labour, both imposed by the private sector and the state. The Partnership Coordinator will act as a link between such coalitions and the Business and Human Rights Team sharing relevant information and expertise between the two.

You will work closely with the Business and Human Rights Team and more widely with the broader Thematic Advocacy Programmes team, within which the Business and Human Rights team sits, and colleagues from our International Advocacy team. You will also work closely with partners from a number of coalitions and networks, and therefore the role requires someone who has experience coordinating multiple partnerships and working with people from diverse backgrounds. The role will suit someone with organisational skills and a background in human rights.

The deadline for applications is 28 January 2024. Interviews will likely be held week beginning 5 February 2024. The start date for this role is from 1 March 2024, 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

Sian Lea, Business and Human Rights Manager
Job Description

Business and Human Rights Partnership Coordinator

GRADE          C1-C3
SALARY         £39,209 - £41,250
CONTRACT TYPE  Permanent
HOURS          This role is offered as a full-time position at 35 hours per week
LOCATION       Based in Brixton, London, however we accommodate hybrid-working arrangements
DATE           December 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 and migration
- 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.

Anti-Slavery International requires a Business and Human Rights Partnership
Coordinator to help us coordinate our global partner network, NForce, and feed in business and human rights expertise to other relevant coalitions. As the laws we have been advocating for come into force, there will be opportunities for deeper partnerships with select NForce partners to use and monitor these laws at national level. The Coordinator will be responsible for developing and implementing these types of projects with support from Anti-Slavery International colleagues.

THE ROLE

The purpose of this role is to play the key coordinating role in Anti-Slavery International’s network and coalition partnerships for the purpose of business and human rights advocacy. The Coordinator will represent Anti-Slavery International within other coalitions that require a Business and Human Rights lens. Specifically, this role will:

- Coordinate our business and human rights global partner network, NForce, and support the development and implementation of projects that come out of the network for advocacy purposes,
- Act as the Business and Human Rights advocacy representative in the coalitions we are members of (e.g. Cotton Campaign and the Coalition to End Forced Labour in the Uyghur Region) contributing expertise drawn from Anti-Slavery International’s business and human rights advocacy, and
- Bring all of our network and coalition partnerships to the fore of relevant business and human rights advocacy efforts.

The coordinator will make sure our partners and coalition peers have the information they need to be effective in their advocacy and likewise, will make sure their voices and expertise contribute to global business and human rights legislative discussions, in which Anti-Slavery International participates.

MAIN TASKS

NForce Coordination:

- Lead on the development and implementation of the NForce network’s strategy and activities with the overall aim of contributing to national and international advocacy for, and implementation of, stronger legislation that protects the rights of workers and holds companies accountable for harm.
- Coordinate the network, including activities, such as holding monthly meetings and workshops, facilitating discussions, and identifying key opportunities for network or individual partner advocacy.
- Build and manage relationships with partners and encourage and facilitate communication throughout the network and sharing information on global
developments and trends.

• Work with the Communications team to keep network activities as a priority for external communications (e.g. social media, press engagement, opinion pieces, videos), drafting content and liaising with media as required.

• Work with NForce partners to support the building, or establishment of, coalitions locally, scoping new areas of work and supporting strategy development according to the Business and Human Rights team’s advocacy aims.

• Manage network membership, including the recruitment of new partners, completing all relevant due diligence and onboarding, in close liaison and collaboration with the Head of Programmes, Quality and Impact and with support from the Thematic Advocacy Programmes Assistant.

Advocacy:

• Identify and coordinate key advocacy opportunities for NForce partners, such as through drafting or feeding into policy positions and briefings, identifying and supporting speaking opportunities for them, and conducting strategic engagement with policymakers, civil society and businesses.

• Deliver workshops to support strategy development for local and international advocacy with NForce partners, with the support of Anti-Slavery International colleagues.

• Support and amplify NForce member individual advocacy where relevant.

• Leverage Anti-Slavery International networks and broker partnerships and/or engagement opportunities with the aim of supporting individual NForce members or coalition advocacy.

• Participate on behalf of Anti-Slavery International or relevant network/coalition partners where relevant as a spokesperson, within presentations, events and meetings.

Programme Management:

• In collaboration with relevant colleagues, work with NForce and other partners to co-design and manage regional projects for advocacy internationally and nationally, and for the effective monitoring and use of relevant business and human rights legislation, under the guidance of the Business and Human Rights Manager.

• Establish and manage systems to ensure efficient and effective programme delivery.

• Develop and manage project deliverables for all relevant projects, including NForce related projects and those that develop from NForce with specific partners.

• Manage relevant budgets, with oversight from the Business and Human
Rights Manager and support donor reports, grant monitoring, and providing accurate and timely information accordingly.

- Coordinate input, reporting and feedback from partners in a timely and accurate manner in line with reporting requirements.
- Feed into relevant funding bids, liaising with the Business and Human Rights Manager, and fundraising colleagues.

Additional Coalition Input:

- Provide strategic input into coalitions (such as the Cotton Campaign and Coalition to End Forced Labour in the Uyghur Region) on the subject of business and human rights (e.g. providing updates on EU and UK legislative debates, relevant research or policy changes, identifying opportunities for coalition engagement in business and human rights fora).
- Feed coalition priorities, activities and updates to business and human rights team colleagues and network partners, where relevant.
- Identify links between state-imposed forced labour and wider business and human rights discussions and consider cross-themed advocacy opportunities.

Administration:

- Liaise with colleagues across teams fostering collaboration where possible.
- Support the delivery and administration of advocacy events (e.g. organisation of travel and events related to relevant partnerships).
- Liaise with contractors; including management of interns/volunteers and consultants.
- Effectively manage own work and priorities.

PERSON SPECIFICATION

Essential

- Substantial practical work experience coordinating or managing partnerships or coalitions, ideally with a focus on human rights.
- Strong knowledge, and some experience, of working in human rights or labour rights.
- Considerable experience of working with national or local organisations and managing projects that extend to countries or regions outside of Europe.
- Demonstrable experience of managing project deliverables, including budgets with various partners.
- Demonstrable ability to learn and pick up new, sometimes technical, subject matters, often at pace.
• Experience of managing the implementation of projects working towards strategic advocacy goals, on relevant human rights issues with an understanding of how to navigate complex political contexts and relationships.

• 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.

• Experience undertaking desk-based research on relevant issues.

• Experience working with a range of different stakeholders from government, business and civil society, from diverse backgrounds, from different countries, with excellent relationship building skills.

• Ability and willingness to work with a high degree of autonomy to deliver against agreed targets.

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

• Experience of working in a team to deliver successful outcomes. Ability to work well under pressure, meet deadlines and achieve solutions.

Desirable criteria:

• Demonstrable knowledge and/or experience of working in policy, ideally with a focus on human rights.

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

• Experience working in our key partner regions (e.g. Latin America, South Asia, Southeast Asia, Africa).

• Knowledge of additional languages, other than English, from our partner regions (e.g. French, Spanish, Portuguese, South Asian languages).

Summary Terms and Conditions

• The position is based in Anti-Slavery International’s office in Brixton, 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 Partnership Coordinator in the subject line before midnight on 29 January 2024.

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 week beginning 5 February 2024.

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.