



Recruitment Pack

**Assistant to the International &
Thematic Advocacy Team**

June 2025

Dear Candidate,

I appreciate your interest in the role of Assistant to the International & Thematic Advocacy Team.

Anti-Slavery International (ASI) 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.

We are at the end of a significant restructuring of the organisation and seeking to rebuild the charity after a period of instability and uncertainty. We have recently welcomed a new CEO and are about to embark on the development of a new organisational strategy. All staff will have the opportunity to contribute to shaping this vision, and we are looking for people who are excited to help us define the next chapter of our work and impact.

We need a proactive assistant to support our teamwork with a range of administrative, research and other tasks to help the team deliver technical work with accuracy and efficiency, as our portfolio grows and evolves.

This role will suit someone with strong organisational skills, an aptitude for learning, and the ability to work collaboratively in a team, ideally with prior experience in assistant roles. We will consider flexible working arrangements within core hours, Monday to Friday.

The deadline for applications is **5pm on Monday 28 July 2025**. Interviews will be held from the week commencing 04 August 2025.

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

Cristina Patriarca
Head of International and Thematic Advocacy

Job Description

Assistant to the International & Thematic Advocacy team

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| GRADE | A1 -A3 |
| SALARY | £30,290 to £32,454 FTE + 6% Employer's Pension Contributions |
| CONTRACT TYPE | Permanent |
| HOURS | Full time |
| LOCATION | Based in Vauxhall, London, with hybrid-working arrangements (minimum one day per week in the office or four days a month, if not London based) |
| DATE | 30 June 2025 |

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
- Migration and 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 ROLE

The Assistant will report to the Head of International and Thematic Advocacy and support the team with delivering a range of administrative and support tasks, including registration processes, travel arrangements, minute-taking, drafting documents, conducting preliminary research, and analysing information. They will work closely with the team's Head, the International Advocacy Officer, and other team members.

This role requires someone with strong organisational skills and who can stay flexible to changing needs. It involves exercising a wide range of skills and requires demonstrable willingness to learn and a collaborative spirit.

The successful candidate will have an interest in Anti-Slavery's International work and in supporting its mission. They will have prior experience in completing administrative tasks, paperwork and doing research. They will also demonstrate key qualities such as a keen eye for detail, ability to plan and execute, reliability and conscientiousness, combined with an enquiring and analytical mindset.

We hope to see the successful candidate grow in the role and contribute with ideas and suggestions to the organisation's work and development.

MAIN TASKS

The key responsibilities for the role include:

- Support the delivery of our advocacy work, working closely with the team to complete administrative tasks for UN/ILO representation and submissions. This will require, for e.g., maintaining the organisation's accreditation, collecting relevant information to submit registration applications, drafting formal letters, monitoring relevant websites and newsletters for updates on opportunities and deadlines.
- Support project activities, including doing background research, analysing information, and updating relevant internal documentation.
- Participate in meetings, webinars and conferences as needed, taking notes and reporting back on key decisions and discussion points to relevant colleagues.
- Monitor key information sources, e.g. newsletters, websites, news outlets, thematic groups activities, etc., and summarise relevant content, drawing out key points for team learning, and update internal knowledge documents.

- Assist with relationship building and network development, and take actions forward as agreed.
- Support with team planning, travel and logistics, for e.g. scheduling meetings, booking trains, flights and hotels for the team, where needed.
- Support with the team's internal reporting and MEL practices, compliance needs and with maintaining digital records and files.
- Share ideas and contribute to the team's work development.

PERSON SPECIFICATION

Essential

- Strong administrative and organisational skills, with keen attention to detail and rigour.
- Strong oral and written skills, enabling accurate, inclusive and sensitive communication with a wide range of people and organisations.
- Experience in a work or academic context conducting qualitative research.
- Familiarity with ethical research practices.
- The ability to read quickly, analyse a range of written material, and summarise and present complex information clearly to internal audiences, for example, taking notes of meetings involving complex issues and nuanced decisions.
- Strong IT skills, including use of databases, Microsoft Office applications such as Outlook, Word and Excel, and social media.
- An organised and systematic approach to work, with the ability to plan ahead, manage tasks and meet competing deadlines.
- An understanding of the need to maintain confidentiality in all areas of work.
- A clear commitment to anti-racism, equality, diversity, and inclusion.
- Strong cultural sensitivity in the approach to work and interpersonal skills.

Desirable

- A broad understanding of or a strong interest in learning more about international advocacy.
- A broad understanding of the human rights issues and injustices Anti-Slavery-International seeks to address through its advocacy & programmes.
- Project management experience (including at entry level) would be an advantage, but is not essential.

- Interest in working in global contexts.
- Knowledge of French, Spanish, Arabic or Asian languages.

Benefits

- **Annual leave entitlement of 30 FTE plus bank holidays.**
- We pay **6% into our recognised contribution pension with TPT Retirement Solutions**, with a mandatory employee contribution of 2%.
- We offer a range of employee benefits including an employee assistance programme, cycle to work scheme, annual flu jabs and annual season ticket loan. We also pay for eye tests and a contribution of £105 towards glasses every 2 years of working with Anti-Slavery International.

Terms and Conditions

- The position is based in Anti-Slavery International's office in Vauxhall, London, with hybrid-working arrangements in line with our policy of a minimum of one day per week or four days a month, if not London based.
- There may be a requirement for some out-of-hours work, for which time off in lieu is given.
- The role is subject to a probationary period of 6 months.
- 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, explaining why you want this role and how your skills and experience support your application.

Employers are required to ensure that any prospective employee has the right to work in the UK. Please confirm in your cover letter whether you have the right to work in the UK. Please also include the earliest possible start date in your application.

Please submit your application to **jobs@antislavery.org** using the reference **ITA Assistant** in the subject line **before 5pm on Monday 28 July 2025**.

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

Interviews will be held week commencing 04 August 2025.

We appreciate the time and effort that applicants invest in applying for opportunities with Anti-Slavery International. Unfortunately, due to the high number of applications we receive, we regret that we will not be able to reply to candidates who have not been shortlisted for interview.

If you are shortlisted for an interview, you may request reasonable adjustments. This is to ensure that the interview process is accessible and inclusive.

Candidates must have the right to work in the UK.

We are committed to promoting equality, diversity and inclusion across the charity and workforce. 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, practices and procedures. These organisational policies include, but are not limited to, the Code of Conduct and Safeguarding policies. 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 the 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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UK Registered Charity No.1049160

antislavery.org