



Job Description: Program Manager, Brazil (Amazon)

LOCATION: BRAZIL (REMOTE)

FULL TIME EMPLOYEE POSITION: 40 HOURS PER WEEK

REPORTS TO: SENIOR PROGRAM MANAGER FOR BRAZIL

START DATE: ASAP

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. The Freedom Fund:

- **invests** in those countries and sectors with the greatest incidence of modern slavery.
- **analyses** which interventions work best and **shares** that knowledge.
- **brings together** a community of activists committed to ending extreme exploitation and empowered by the knowledge of how best to do so.
- **generates** funding by demonstrating how effective interventions can protect those at risk of being exploited and free those in situations of exploitation.

In its first ten years, the Freedom Fund has supported over 174 organisations across countries in Africa, South America, South and South-East Asia.

About the position

The Freedom Fund is seeking a Program Manager in Brazil to support the development and implementation of a hotspot to help address the intersections of forced labour and deforestation in parts of the Amazon.

Building on a broad strategy co-created with local stakeholders, The Freedom Fund invested in a year of additional research, and relationship building with local stakeholders in 2023. A small number of one-year grants were made to NGOs in Pará and Amazonas. This helped the organisation to build on learnings and refine a longer-term strategy to address this issue. As a result, a fuller strategy is now in place for a three-year program clustered in these two states.

This is an exciting and demanding role for an outstanding individual with experience in setting up and managing international development programs. The successful candidate will oversee a portfolio of the Freedom Fund's investments and relationships for its new hotspot program to address forced labour in the Brazilian Amazon. The Program Manager will work closely with the Senior Program Manger based in Brazil, and with other Freedom Fund staff based in the UK.

The successful candidate will have a range of responsibilities including managing grants to local partners working in the region, reporting to relevant donors, monitoring results, reporting on impact, being accountable for internal reporting and processes, conducting site visits, connecting partners to work on international supply chains, building and maintaining relationships with relevant stakeholders in the region,

convening meetings and events. The role will include the supervising of two Program Advisors based in the region.

He/she is expected to be available for travel. The position will require significant regular travel to the Amazon and occasional travel to Recife and Brasilia.

About the program

The use of slave labour to deforest the Amazon is widely documented. Since 1995 more than 56 thousand workers have been rescued from slavery-like conditions in Brazil, nearly half in the Amazon. Deforestation in the region has been increasing rapidly in recent years. Last year alone, the Amazon lost an area of forest equivalent to 1.6 million soccer fields. The deforested areas are often replaced with pasture and farms. But as deforestation increases, suggesting a parallel increase in slave labour, there have been major setbacks to the institutions working for human rights and environmental protection in the region. The change in government may bring about a reversal of those setbacks, but the challenges and scale of exploitation in the region remain enormous.

The Freedom Fund has funded scoping studies and solicited input from experts, indigenous communities, and frontline organisations, which have resulted in the identification of two broad goals for this hotspot:

- Increasing capacity and collaboration among public agents, CSOs and Amazonian communities to address slave labour associated with deforestation.
- Curbing commercialisation of products derived from slave labour in the supply chains of timber and livestock in the Amazon.

Responsibilities

Program Strategy and Delivery

- Oversee Freedom Fund investments in the program in Brazil.
- Analyse political, policy and sectoral developments in Brazil to support hotspot strategy development.
- Work with the Senior Program Manager to set and periodically review hotspot strategies.
- Ensure and enable quality delivery of the program in Brazil.
- Draft internal and external reports using partners' progress reports and data.
- Commission/manage technical experts and consultants as relevant and needed.
- Support and contribute as needed to new program initiatives, such as Freedom Rising.

Support and Manage Program Advisors

- Manage Program Advisors for the hotspot.
- Support the Program Advisors to address and trouble shoot challenges as they arise.
- Support the Program Advisors to manage relationships with relevant local partners.

Data and Reporting

- Draft internal and external reports using partners' progress reports and data.
- Monitor program performance against objectives, using agreed indicators and the M&E system.
- Provide research, M&E and other support as required and requested.

Grant management

- Review monthly management accounts for the program.
- Ensure payments to partners and service providers are made in a timely manner.
- Ensure appropriate grant management processes are followed by the Program Advisors.
- Act as a central point of contact with other Freedom Fund teams in relation to grant management processes that may require their involvement or input.

- Inform and draft responses to external or donor queries about the Freedom Fund grant management processes.
- Run periodic audits of grant management processes implementation.
- Ensure hotspot compliance with the Freedom Fund's grant management systems and donor rules.

In-country representation

- Represent the Freedom Fund and the hotspot programs in networks, with the government and in CSO forums in the Brazilian Amazon and other areas of Brazil as required.
- Support the Senior Program Manager in evolving the strategy of the hotspot, identifying opportunities to strengthen the work and liaise with in-country networks to promote learnings from the Freedom Fund's work.

Qualifications and experience

The Freedom Fund seeks an energetic, thoughtful, and committed candidate, capable of operating with a high level of professionalism in a range of global settings. The successful candidate will have experience working with poor and marginalised communities and a track record of implementing development programs with a strong monitoring and evaluation component. This role is located in Brazil.

Essential

- At least five years' of directly relevant experience, with significant time in a developing country
- Knowledge of or experience working in the Amazon region and its particular issues
- Direct experience of working with marginalised communities
- Experience employing rigorous monitoring and evaluation techniques and clear understanding of possibilities and limits of M&E in development
- Experience working with private and public donors
- Experience preparing and managing budgets
- Bachelor's degree
- Fluent in English and Portuguese

Desirable

- Advanced degree
- Experience in the anti-slavery sector and/or in countries with a high incidence of slavery and/or in the field of sexual violence against or gender equality.
- Understanding of forced labour in the Brazilian Amazon
- Experience in grant-making

Personal attributes

Essential

- Team player committed to the Freedom Fund's values and passionate about human rights issues.
- Ability to build relationships with a wide range of individuals from diverse backgrounds.
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
- Sound English communication skills and ability to present information in compelling ways.
- Willingness and ability to travel, sometimes to remote communities, as required.

Compensation

- *BRL 21,227 – R\$ 21,852 (per month), depending on experience.*
- *Medical insurance and meal vouchers.*
- *Provisions under CLT such as severance pay, vacation bonus and 13th month salary.*

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page), and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format before **6.00pm BRT on 7th June 2024**. **Apply through the link https://ipoinstituto.peoplenect.com/ats/external_applicant/?page=view_jobs_details&job_id=1409**

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, Indigenous or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in Brazil. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.

The Freedom Fund offers any candidates with lived experience of trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at ipo@ipoinstituto.com.br.

Background checks

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.