PROGRAM ADVISOR, BRAZIL

Job description

<table>
<thead>
<tr>
<th>Location</th>
<th>Brazil (Belém, PA)</th>
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<tbody>
<tr>
<td>Hours</td>
<td>40 hours per week</td>
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<tr>
<td>Report</td>
<td>Amazon Program Manager</td>
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<tr>
<td>Start date</td>
<td>ASAP</td>
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<tr>
<td>Application deadline</td>
<td>June 20, 2024</td>
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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 Advisor to support the implementation of a hotspot to help address the intersections of forced labour and deforestation in the states of Pará and Amazonas.

The Program Advisor will work closely with the Program Manager based in Brazil, and with other Freedom Fund staff based in the UK and globally. The successful candidate will have a
range of responsibilities including managing grants to local partners working in the region, conducting site visits, identifying and managing relationships with suppliers, supporting a community of practice among grant recipients, monitoring results and reporting impacts, providing logistic support and convening meetings and events.

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

Working with colleagues in Brazil including the Senior Program Manager, Program Manager and Program Advisor, and a range of teams in London and globally, including finance, HR, programs, fundraising and communications, the successful candidate will manage and implement the Freedom Fund’s program in the Amazon. Responsibilities will include, but are not limited to:

Monitoring and Implementation support

• Support implementation of the program in the States of Pará and Amazonas, working closely with local grantee partners, local government officials, and other key stakeholders.
• Work closely with local grantee partners to ensure they are able to meet donor compliance requirements and to complete financial and narrative reports.
• Conduct regular office and program site visits of grant recipients.
• Facilitate reviews of grant recipients’ operations, processes, and policies, such as financial reviews and organisational capacity assessments.
• Contribute to the design and implementation of a multi-stakeholder initiative with key stakeholders
Reporting and Data Management

- Review grant recipients’ quarterly data and financial reports, giving feedback and supporting grant recipients to improve quality of their reporting, where necessary.
- Provide financial oversight of grant recipient budgets and ensure strong financial management and reporting.
- Support the coordination of program-level research and evaluation projects among grant recipients.

Capacity enhancement and learning

- Identify and coordinate work with technical assistance providers.
- Coordinate and attend various meetings for a diverse range of stakeholders, including grant recipients, government stakeholders, and other service providers.
- Contribute to the development and coordination of capacity building plans for grant recipients.
- Assist in the development and facilitation of a learning community/network of implementing organisations/partners, and their outreach and advocacy.
- Contribute to the design and implementation of local and national level advocacy strategies, working closely with government representatives and advocacy networks.

Other support to the Freedom Fund team

- Provide logistical support for Freedom Fund representatives and other donors to visit the program.
- Communicate progress, challenges, and lessons learned related to program deliverables with members of the Freedom Fund team on a regular basis.
- Collaborate with other members of the Freedom Fund in other countries and headquarters, as needed.
- Carry out other relevant assignments on behalf of the Freedom Fund, as requested.

Qualifications and experience

The Freedom Fund seeks a committed, thoughtful and self-motivated Program Advisor, capable of working with limited supervision and of quickly establishing effective relationships with a wide range of stakeholders. The successful candidate will have experience working with poor and marginalised communities and a track record of successful program management and implementation.

Essential

- At least five years’ of directly relevant experience in Brazil
- Knowledge of or experience working in the Amazon region and its particular issues
- Experience in managing grants and projects.
- Experience in monitoring and evaluation of grants and programs, including data collection, data management, and financial monitoring.
- Experience working with vulnerable populations in a highly sensitive environment.

Desirable

- Experience working with private and public donors
• Experience in the anti-slavery sector and/or in countries with a high incidence of slavery.
• Understanding of forced labour in the Brazilian Amazon
• Experience in grant-making
• Experience in working on forced labour/modern slavery in global supply chains.
• Experience in policy advocacy and coalition-building with frontline organisations.
• Experience in protection of activists, safeguarding challenges, and risk management strategies.
• Fluency in English strongly desirable.

Personal attributes

Essential

• Team player committed to the Freedom Fund’s values and passionate about human rights issues.
• Willingness and ability to travel, sometimes to remote communities, as required.
• Strong communications skills.
• Detail oriented with the ability to manage and track data across multiple grant recipients.
• Strong group facilitation skills and community organising skills.
• Strong problem-solving, analytical, and organisational skills.
• Ability to manage multiple deadlines.
• Ability to take initiative and work independently.
• Ability to form good working relationships with survivor groups, local grantee partners, government, INGOs, and other local stakeholders.
• A positive attitude, willingness to support team members to meet short-term needs in a fast-paced environment.
• Proven experience working effectively in a cross-cultural team.

Compensation

• BRL 13.652 - 14.027 (per month), depending on qualifications and 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 to jobs@freedomfund.org, including ‘Program Manager, Brazil’ in the subject line before 6.00pm BRT on 20th June 2024.
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 jobs@freedomfund.org

**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.