

SAFEGUARDING MANAGER

Job description

Location	London, 2 days in the office
Hours	37.5 hours per week, part time considered (4 days a week)
Reports to	Managing Director, Finance and Operations
Start date	ASAP
Application deadline	22 nd April 2025, 9am UK time

About the Freedom Fund

At the Freedom Fund, we believe in the power of frontline leadership to end modern slavery. We are a collaborative fund that exists to get resources where they are most needed, into the hands of those working directly to dismantle systems of exploitation. Since our founding in 2014, we've invested over \$100 million into community-based organizations across Asia, Africa, and South America, supporting survivors, building movements, and creating lasting change.

We know that human trafficking and forced labor are not abstract issues, they are deeply rooted in injustice, inequality, and systemic failure. As we look ahead to 2030, our new strategy focuses on doubling down on what works: investing in frontline partners, amplifying survivor leadership, influencing global systems, and shifting power and funding to communities. By the end of this strategic period, we aim to directly improve the lives of 2.5 million people currently in or at risk of slavery, strengthen anti-slavery movements across 11 countries, and mobilize \$350 million in support of our shared mission.

We are committed to being a values-driven employer. Our organizational culture is warm, collaborative, and committed to continuous learning. We strive to be a place where people feel safe, valued, and able to do their best work in service of our vision: a world free of slavery.

About the position

This is a meaningful and high-impact opportunity for an experienced safeguarding professional to support a grantmaking organization that funds more than 175 frontline partners in 10 global hotspots to improve the lives of some of the world's most vulnerable communities.

Reporting to the Managing Director of Finance and Operations and working closely with colleagues to lead efforts to build internal capacity and embed strong, inclusive safeguarding practices throughout our work. You'll coordinate a network of safeguarding focal points and champions across teams and geographies, helping ensure safeguarding is an active, everyday part of our organizational culture.

You'll support management in assessing and mitigating safeguarding risks in our operations and partnerships, and play a key role in responding to safeguarding reports with care, professionalism and integrity.

To thrive in this role, you'll bring not just safeguarding expertise, but also emotional intelligence, cultural

humility and a thoughtful, collaborative approach. You'll know how to navigate sensitive conversations with care, balance compassion with accountability, and foster trust across diverse teams and partners.

This is a role for someone who is passionate about social justice, experienced in managing safeguarding in international settings, and ready to help shape a safer, stronger organization.

Responsibilities

Supporting Leadership and Staff

- Maintain and update the Freedom Fund's safeguarding policies and practice, working with leadership to ensure that these are appropriate and sufficient.
- Keep informed of current legislation, statutory and other guidance with regards to safeguarding, cascading the information appropriately.
- Work with Human Resources colleagues to ensure that Human Resources policies and processes embed good safeguarding practice.
- Design and deliver high quality training to staff around the world to ensure an understanding of the principles and practices of Safeguarding at the Freedom Fund and enable adherence to Safeguarding policies.

Supporting Programs

- Ensure appropriate safeguarding processes are in place to identify safeguarding risks within programs and amongst front line partners
- Train and support a network of internal safeguarding focal points based in hotspots and safeguarding champions embedded within other programmatic and support functions (e.g. Research and Responsible Supply Chains, Finance and Operations, External Relations)
- Collaborate with and enable program teams to address safeguarding risks within programs and amongst front line partners

- Work with hotspot teams to commission local technical safeguarding specialists to support front line partners to meet mandatory safeguarding standards and support with safeguarding capacity building as relevant or requested.
- Deliver high quality, accessible and reliable support and guidance to the programs team.

Case Management

- Receive reports and allegations that relate to safeguarding and ensure that the necessary measures are taken to appropriately respond, including by front line partners, where appropriate.
- Signpost and refer onwards other reports, as appropriate.
- Lead on the safeguarding aspects of any internal investigations – working with Human Resources colleagues to form investigation teams, ensuring proper documentation of process and advising on external safeguarding reporting requirements.
- Discuss subsequent action required to ensure the safety and welfare of individuals who have been abused or whistle blown on abuse.
- Conduct regular evaluation meetings with the Managing Director, Finance and Operations and other relevant team members to discuss and analyse open cases.
- Provide analysis of any incidents reported to the Managing Director, Finance and Operations and identify any emerging trends to allow mitigations to be developed.

Reporting and Compliance

- Prepare management and statistical information on safeguarding risk and reported incidents across the organisations for senior managers and the Board.
- Coordinate the process of external reporting of safeguarding matters (including but not limited to the Charity Commission, individual and institutional donors).

Other

- Work with the External Relations team to ensure that appropriate safeguards are made in all promotional materials and events.
- Work with the IT Officer and colleagues from other departments to ensure that data (particularly data relating to program participants) is handled in line with all relevant legislation.
- Any other project or tasks commensurate with this role as delegated from time to time by the Managing Director of Finance and Operations

Qualifications and experience

- At least five years of professional work experience providing guidance and support on safeguarding matters across an organisation – experience of doing so within a grant making organisation will be a particular advantage
- Experience of working within a safeguarding function in an international organisation

- Experience of designing and delivering safeguarding training to a board range of stakeholders
- Experience of managing complex protection/safeguarding/PSEA investigations
- Up-to-date knowledge of safeguarding legislation, regulations and best practice
- Experience of collating insightful reports on safeguarding practice, incidents and trends.
- Reporting on safeguarding matters to senior stakeholders
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund.

Personal attributes

- Willingness and ability to travel internationally to our hotspot countries (approx. 4-6 weeks a year)
- Ability to handle sensitive information confidentially and with integrity.
- Ability to proactively identify key issues, think ahead, anticipate needs and use judgement to adapt solutions to meet situational needs
- Excellent interpersonal and communication skills with the ability to liaise with and influence individuals at all levels and across a wide range of internal and external stakeholders
- Team player committed to the Freedom Fund's vision, mission, values and goals and passionate about human rights issues
- Excellent social skills, able to operate with diplomacy, tact and empathy, working as part of a team in a co-operative and supportive way, with a wide range of individuals from diverse backgrounds
- Ability to remain focused and calm under pressure in order to deal with ambiguities and conflict
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.

Compensation

- £51,598 - £52,956 per annum (pro rata if part-time).
- 10% non-contributory pension scheme.
- 25 days holiday, plus public holidays, additional 3 Christmas holidays
- Season ticket loan and cycle scheme available.

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 **Safeguarding Manager** in the subject line before **9AM on 22nd April 2025**.

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 London. 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.