

PROGRAM MANAGER, RESPONSIBLE SUPPLY CHAINS

Job description

Location	London or New York preferred; consideration will also be given to candidates in other locations where the Freedom Fund has a presence.
Hours	37.5 hours per week
Reports to	Senior Program Manager, Responsible Supply Chains
Start date	ASAP
Application deadline	5 th June 2025

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 key role in the Freedom Fund's Responsible Supply Chains initiative to address forced labour in global supply chains. The Program Manager will manage the grant

portfolio, from grantee selection, due diligence, reporting, and implementation of monitoring and evaluation processes. They will also be instrumental in supporting the implementation of all programs in the Responsible Supply Chains portfolio (including strategic litigation, campaigns, and investigations). In addition, the successful candidate will provide inputs into development of new workstreams and coordinate with existing and new grantees to ensure impactful collaboration. They will report to the Senior Program Manager (SPM) for Responsible Supply Chains, working closely with the Freedom Fund's staff and partners around the world.

Responsibilities

- Manage grants in the Responsible Supply Chains portfolio, including through drafting and issuing requests for proposals, reviewing proposals, conducting due diligence, preparing contracts, and overseeing reporting and compliance
- Manage relationships with grantees and partners (including charities, international NGOs, frontline organisations, law firms, academic institutions, and consultants)
- Support the implementation of the Responsible Supply Chains grant portfolio, implementing monitoring, evaluation and learning strategies to ensure the effective performance of existing investments
- Conduct desk-based research and analysis to support the development of new Responsible Supply Chains programs and initiatives
- Monitor and analyse policy and legal developments on business & human rights (including litigation, campaigns, and relevant policy developments such as mandatory human rights due diligence legislation and forced labour import bans)
- Research, draft, and edit internal and external policy briefs, research papers and reports
- Monitor, collect, and disseminate program learnings
- Support the Partnerships team as required in identifying and developing new fundraising opportunities
- Support the Communications team as required to produce relevant external materials
- Coordinate external engagement activities, including organisation of workshops and convenings
- When required, participate on behalf of the Freedom Fund in meetings and events relating to modern slavery in supply chains and business & human rights
- Assist with the day-to-day administration of the Responsible Supply Chains team, including notetaking, scheduling meetings, and assisting with external communications

Qualifications and experience

Essential

- At least five years directly relevant program experience, including significant work on business & human rights
- Experience conducting high-quality desk-based research
- Excellent ability to analyse complex legal and policy issues
- Experience in grant-making or grant management
- Experience organising and coordinating events
- Experience preparing and managing budgets
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund

Desirable

- Experience working on issues of modern slavery and forced labour in global supply chains
- Law degree or legal work experience
- Knowledge of languages other than English

Personal attributes

Essential

- Team player committed to the Freedom Fund's values and passionate about human rights issues
- Outstanding oral and written communication skills
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction
- Ability to build relationships with a wide range of individuals from diverse backgrounds
- Flexible, "can-do" attitude
- Willingness and ability to travel internationally, sometimes to remote communities, as required

Compensation

London

- £51,598 - £52,956 per annum pro-rata, plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, public holidays, additional 3 days Christmas closure in December.
- Season ticket loan and cycle schemes available.

New York

- \$84,075- \$86,288 per annum (dependant on experience)
- 5% employer sponsored 401k contribution (non-matched).
- 25 days' vacation per year, plus 8 national holidays.

- Generous health benefits package with full coverage of monthly premiums for medical, dental and vision. Additional cover is provided for spouses and dependants.
- Generous parental leave allowance and pay.

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, Responsible Supply Chains'** in the subject line before **9am on 5th June 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 office or US office. 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.