

## Job Description: Assistant to the Acting Director of Programs (Internship: 6 months Jan - June 2019)

LOCATION: LONDON OFFICE

### About the position

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This is a new opportunity for an ambitious individual to increase the effectiveness and impact of a non-profit working to improve the lives of millions of the most vulnerable people around the world.

Reporting to the Acting Director of Programs, the post-holder will provide direct administrative and programmatic support in a wide range of areas.

### About the Freedom Fund

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The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is the world's first private donor fund dedicated to identifying and investing in the most effective frontline efforts to end modern slavery.

We identify and invest in the most effective frontline efforts to eradicate modern slavery in the countries and sectors where it is most prevalent. Partnering with visionary investors, governments, anti-slavery organisations and those at risk of exploitation, we tackle the systems that allow slavery to persist and thrive. Working together, we protect vulnerable populations, liberate and reintegrate those enslaved and prosecute those responsible.

We have programs in Northern India, Southern India, Ethiopia, Thailand, Southern-Eastern Nepal and Central Nepal. We currently support and fund over 100 partners around the world.

### Responsibilities

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- Support the Acting Director of Programs and other program staff with appointment setting, calendar management and travel arrangements.
- Assist in program relations, including scheduling, document preparation and logistics for program meetings, internally and externally.
- Support the Acting Director of Programs by drafting correspondence where required.
- Research and collate information, preparing it for review by the wider team and external audiences.
- Drafting grant agreement and contracts.
- Support a Global Staff Retreat in February 2019 by preparing briefings and collating material.
- Coordinate meetings, take and disseminate meeting notes.

- Support the Acting Director of Programs with ad-hoc projects as required.

## Qualifications and experience

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### Essential

- Outstanding oral and written English communication skills.
- Excellent numeracy and MS Office skills and other commonly used office software.
- Ability to work in a Mac office environment.
- Entitled to work in the UK without work permit sponsorship from the Freedom Fund.
- Undergraduate degree (preferably related to international development, politics, human rights).
- At least 6 months of professional experience.

### Desirable

- Has undertaken significant international travel.
- Experience on working with grants and/or funding projects.

## Personal attributes

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### Essential

- Ability to proactively identify key issues, think ahead, anticipate needs and use judgement to adapt solutions to meet situational needs.
- Exceptional organisational skills and a sharp attention to detail.
- 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.
- Fluency in written and spoken English with ability to communicate clearly and concisely, verbally and in writing, face-to-face and over the telephone at all levels
- Ability to remain focused and calm under pressure
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction.

## Compensation

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- £20,600 per annum, pro rata, plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.

## Application procedure

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Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two referees. **Please note that unless a covering letter outlining why you wish to work for the Freedom Fund and highlighting how your experience matches those outlined above, your application will not be considered.**

Please send applications by email in PDF format to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including 'Assistant to the Acting Director of Programs' in the subject line. **The closing date will be Sunday 9<sup>th</sup> December at midnight.** Please note that only candidates selected for further consideration will be contacted. No agencies please.

*The Freedom Fund is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Applicants must be eligible to work in the United Kingdom.*