



**Policy and Advocacy Officer**  
**Location: Washington D.C.**

**About Free the Slaves**

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate modern slavery. Our mission is to end the conditions that allow modern slavery to exist. Free the Slaves works at the grassroots level to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build the capacity to combat slavery and trafficking. We advocate for policies and laws that help in the fight against slavery. We are committed to rigorous assessment of our work and scrupulous integrity in the use of donor funds. Headquartered in Washington, D.C., with programs in the Caribbean, Latin America, Africa, the Middle East, North Africa, and Asia, Free the Slaves has a diverse and expert staff and a highly engaged and supportive board of directors. Free the Slaves runs the Freedom from Slavery Forum and it is a member of the Global Coordinating Group (GCG) of the Alliance 8.7 where it is one of the three organizations representing Civil Society. For more information, see [www.freetheslaves.net](http://www.freetheslaves.net).

**Position Overview**

The Policy and Advocacy Officer leads FTS efforts on policy and advocacy in the region and at the global level including Alliance 8.7 and other targeted advocacies in regions where FTS is implementing its work. The Policy and Advocacy Officer will manage work with key institutions and stakeholders including the United Nations, financial institutions, regional institutions such as the European Union, African Union, ASEAN, the Arab League, and other strategic bodies. The Policy and Advocacy Officer leads the design and implementation of the FTS advocacy strategy and works closely with key allies, the communications staff, the programs teams, as well as the regional teams. The Policy and Advocacy Officer represents FTS at meetings and other advocacy initiatives. The Policy and Advocacy Officer reports to the Executive Director and supervises other staff as needed. The Policy and Advocacy Officer coordinates closely with the FTS Executive Director, the Head of Development, the Head of Programs, other FTS staff on fundraising, program design, planning, and budgeting. The Policy and Advocacy Officer closely monitors global affairs and identifies opportunities for FTS to lead advocacy with allies and stakeholders.

## **Principal Responsibilities**

- Represent Free the Slaves at relevant policy and advocacy meetings and conferences, and serve in leadership positions at those meetings and conferences. This includes identifying interested audiences, presenting information, and increasing awareness of the objectives of Free the Slaves and the work of the organization.
- Design and implement FTS policy and advocacy strategy through the use of research and credible data to determine advocacy priorities for Free the Slaves.
- Demonstrate leadership in shaping and leading the organization's advocacy agenda, and ensure buy-in from allies, partners, and stakeholders.
- Engage in direct advocacy with key stakeholders including the Alliance 8.7 and the pathfinder countries, the United Nations especially the UN Security Council, and other national and regional institutions and establish and maintain key relationships with allies and stakeholders.
- Raise awareness as part of the strategy to increase the visibility of modern slavery issues by working with partners, allies, and key stakeholders to achieve specific goals and objectives.
- Initiate creative and innovative advocacy tactics that will enhance Free the Slaves impact and improve the organizational leadership in the anti-slavery movement.
- Oversee FTS policy and advocacy agenda focusing on accountability and transparency, and ensure its implementation in the regions and at the global level as needed.
- Manage FTS work at the Alliance 8.7 and ensure to advocate for the FTS agenda, influence the debate and resolution at the Global Coordinating Group and the Alliance 8.7 in general.
- Act as the organizational point of contact or lead for the organization in education campaigns with a focus on policy and advocacy as determined by the Executive Director.
- In consultation with the Head of Development, draft and disseminate digital advocacy messaging through social media and online outlets.
- Provide input on the budget and assist in strategic plans for areas of policy and advocacy.
- Provide strategic advice and support to other programs of the organization that involves governments, the Forum, and the Alliance 8.7 relations and policy matters.
- Attend organizational meetings, workshops, and other engagements as required.
- Such other duties as may be assigned from time to time by the Supervisor.
- Participate, initiate and support fundraising initiatives as needed.
- Supervise and orient designated staff and other regional staff in effective fulfillment of their tasks related to policy and advocacy.
- Other duties as assigned.

## **Qualifications**

- Master's degree in Law, international affairs, or related field
- 5+ years of experience working with and leading on policy and advocacy.
- Progressively increasing responsibility as policy and/or advocacy Officer.

- Demonstrated experience and skills in policy and/or advocacy at national, regional, and global levels.
- The ability to lead and engage in global coalitions and networks, and initiatives aimed at creating a sense of need for impact around modern slavery conditions and to advocate for systemic and social change.
- Superb written, oral, and interpersonal communication skills.
- Demonstrated experience and skills in events and conference organization including logistics preparedness, event planning, etc.
- Experience in fundraising including proposal writing, donor relationships, etc.
- Demonstrated experience in financial management and reporting.
- Strong organizational skills.
- Minimum 1-year experience in advocacy at the United Nations level, and/or other multi-lateral bodies in Africa, Europe, Latin America, the Caribbean, the Middle East, and North America.
- Demonstrated experience in managing and working with a wide range of regional partners, allies, and stakeholders
- A current understanding of human rights and the movement against human trafficking and modern-day slavery.
- Demonstrated experience in new technologies including social media.
- Ability to juggle multiple tasks, work under tight deadlines, and deliver on projects and within budgets.
- Experience leading and working with staff in an innovative environment.
- Ability to communicate clearly and consistently with a variety of technical and non-technical audiences including staff, stakeholders, donors, and board members both orally and in writing.

#### **Additional Qualifications**

- Advanced level English language is required; any regional language including French, Spanish, Arabic, is an advantage.
- Familiarity with new technologies as a tool for training and mobilization is an asset.
- A strong field experience is an advantage.
- Knowledge of the United Nations, European Union, African Union, ASEAN systems is a great advantage.

#### **Salary and Benefits**

The salary range for this position is \$55,000 - \$65,000.

Benefits include, Health, Vision, Dental and Life insurance, Paid holidays, personal leave days and 15 days of paid vacation annually.

#### **Work Location: Washington DC**

This position is based in Washington, DC but with the option for remote working in the DMV area. The candidate must be located in the DMV metro area and be **able to commute to the headquarters in Washington DC and attend important meetings at the United Nations.**

### **How to Apply**

Please submit your application to [careers@freetheslaves.net](mailto:careers@freetheslaves.net) with the subject line: PolicyAdvocacy:Lastname\_Firstname.

Applications should include:

- A cover letter that outlines how your interest, skills, and experience meet the qualifications for the position.
- A resume
- Three references with contact information and relationship to the applicant

Application deadline May 19, 2023.

*Free the Slaves is an Equal Opportunity Employer and complies with all District and federal laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, national origin, or protected veteran or disabled status and will not be discriminated against. Survivors of forced labor, human trafficking, modern slavery and child labor are highly encouraged to apply.*