



## **Job Description**

### **Policy and Advocacy Officer**

#### **November 2023**

### **About Free the Slaves**

Founded 20 years ago, Free the Slaves is the leading organization in the anti-modern slavery movement and is dedicated to changing the conditions that allow modern slavery to exist. Through innovative programs, FTS works at community level to build resilient and resistant communities to modern slavery and lead the advocacy at global level. Currently, Free the Slaves works across the regions of the globe including South and Southeast Asia, Africa, the Middle East, Latin America and the Caribbean. 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.

### **Position Overview**

The Policy and Advocacy Officer leads FTS work on policy and advocacy at the regional and global levels including the Freedom from Slavery Forum, the Alliance 8.7 and other targeted advocacies in regions where FTS is implementing its work and manages the work with key institution 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, works closely with key allies, the communications staff, and the program, the regional teams, represents FTS at meeting 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 Programs team, the Head of Communications and FTS staff for the fundraising, designing, planning, budgeting. The Policy and Advocacy Officer closely monitors global affairs and identifies opportunities for FTS to lead advocacy with allies and stakeholders.

This position can be based anywhere depending on the candidate's preference.

### **Principal Responsibilities**

- **Represent Free the Slaves** at relevant policy and advocacy meetings, conferences and serve in leadership positions at those meetings and conferences. This includes identifying interested audiences, presenting information and agenda 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 determine advocacy priorities for Free the Slaves and 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 pathfinder countries, the United Nations and other national and regional institutions and **establish and maintain** key relationships with allies and stakeholders.
- **Raise awareness** as part of the strategy to raise the profile and visibility of a modern slavery issue 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 assert the organizational leadership in the anti-slavery movement.
- **Lead and oversee FTS policy and advocacy agenda**, focusing on accountability and transparency, and ensure its implementation in the regions and at global level as needed.
- **Manage FTS work at the Alliance 8.7** and ensure to push for FTS agenda, influences the debate and resolution at the Global Coordinating Group and the Alliance 8.7 in general.
- **Manages FTS advocacy at the UN Security Council** by influencing specific agenda related to peace and security, and the advocacy with UN entities as needed
- **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 Communications**, draft and disseminate digital advocacy messaging through social media and online outlets.
- **Give input** on the budget and assist in strategic plans for the policy and advocacy areas.
- **Provide strategic advice and support** to other programs of the organization that involve government, Forum and the Alliance 8.7 relations and policy matters.
- **Attend organizational** meetings, workshops and other engagement as needed
- **Participate, initiate and support** fundraising initiatives as needed
- **Supervise and orient designated staff and other regional staff** in effective fulfillment of their tasks.
- **Such other duties** as may be assigned from time to time by the Supervisor

## Qualifications

- 5+ years of experience working and leading 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.
- Engage and provide leadership in global coalitions and networks, and initiatives aimed at creating a sense of need for impact around modern slavery conditions, advocating for systemic and social change.
- Superb written, oral and interpersonal communication skills.
- Demonstrated experience and skills in advocacy events and conference organization including logistics preparedness, event planning, etc.
- Some experience in fundraising including concept notes drafting, donor relationships, etc.
- Demonstrated experience in financial management and reporting.
- Strong organizational skills and management experience.
- Minimum experience in advocacy with the United Nations, 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.
- Keen to details and ability to deliver in tight deadline.
- An understanding of the universe of human rights and the movement against modern-day slavery, especially in the region.
- 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**

- Legal rights to live and work in the country of location.
- English language capacity is required; any regional language is an advantage.
- Familiarity with new technologies as a tool for training and mobilization as asset.

### **To Apply**

Applicants should submit a tailored **cover letter** that outlines your interest and experience, a **resume**, and a **list of three references** from former supervisors.

**PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT** to [Careers@freetheslaves.net](mailto:Careers@freetheslaves.net)

Please include your last name in the title of the document.

### **Deadline for Submissions**

Interested applicants are encouraged to apply as soon as possible. Submissions will be reviewed on a rolling basis.

Survivors of modern slavery are highly encouraged to apply.

*Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*