



Job Description: MONITORING AND RESEARCH OFFICER

LOCATION: KINGS CROSS, LONDON, UK

REPORTING TO: SENIOR RESEARCH & EVALUATION MANAGER

START DATE: ASAP

FULL TIME: 37.5 HOURS PER WEEK

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a global fund with the sole aim of helping end modern slavery.

We are a catalyst in the global effort to end modern slavery, working in the countries and sectors where it is most prevalent. We invest in and partner with organisations and communities on the frontlines of ending exploitation.

By partnering with those at risk of modern slavery as well as visionary investors, governments, and anti-slavery organisations, we bring together the knowledge, the capital and the will needed to dismantle the systems that allow slavery to exist and thrive.

Through our investments and support, we aim to shift power, so that frontline organisations and communities can shape and drive the change required to bring modern slavery to an end.

In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Kenya, Myanmar, Nepal, and Thailand.

About the position

The Monitoring & Research Officer is an exciting role for a professional looking to apply their strong project management and analytical skills to tackle the issue of modern slavery. The successful candidate will work as an integral member of the Research & Evaluation team to lead six-monthly impact reporting as well as support research and evaluation projects around the world.

This post will report to the Senior Research & Evaluation Manager and work closely with Freedom Fund colleagues at all levels, as well as with civil society organisations in global locations with a high prevalence of modern slavery. Members of the Research & Evaluation team are currently located across Thailand, UK and the US. This post will require roughly one to two international trips per year.

Responsibilities

This role will have a dual remit, roughly half the time will be dedicated to leading the Freedom Fund's monitoring function, and the other half supporting the team to ensure the smooth delivery of research and evaluation projects.

Deliver high-quality monitoring data to inform programmatic decisions

- Work independently to develop monitoring & evaluation (M&E) templates, guidelines and processes for the Freedom Fund's hotspot programs. Ensure these are context-specific while adhering to the Fund's global M&E framework and donor requirements.
- Collect and review quantitative and qualitative monitoring data from Freedom Fund colleagues and NGO partners worldwide. Support accurate and timely reporting of programmatic impact by analysing data for trends and outliers. Draft reports for senior leadership, board members, and the Freedom Fund website.
- Lead initiatives to prevent and address data quality issues by working closely with Freedom Fund colleagues and NGO partners. Identify and resolve issues as they arise and conduct regular training sessions—online and in program locations—to enhance their understanding of M&E principles and improve overall data quality.
- Manage the work of external consultants to ensure timely and high-quality deliverables. Collaborate with M&E specialists hired by the Freedom Fund to provide hands-on support to colleagues and NGO partners working in slavery-affected communities.

Support research and evaluation projects

- Ensure research and evaluation reports are accessible and useful for target audiences. This includes writing plain-language summaries, creating data visualisations (graphs and infographics), checking translation quality, and presenting findings to FF colleagues to encourage the uptake of recommendations.
- Conduct evidence reviews by gathering, evaluating, and synthesising quantitative and qualitative data from various sources. Identify actionable insights and recommendations to enhance the effectiveness and impact of the Freedom Fund's programs.
- Identify and address gaps in project outputs to uphold the rigour of our research and evaluations. This includes reviewing and revising research protocols, consent forms, survey questionnaires and interview guides to reflect international standards as well as operational realities.
- Lead the transparent and effective use of charitable resources in research and evaluation projects. Ensure adherence to grant and contract management processes by Research & Evaluation team members and external partners, including preparing procurement documentation and performing initial sense-checks of budgets and financial reports.

Qualifications and experience

We are looking for an individual committed to the Freedom Fund's mission and ready to thrive in this role, not a box-ticker. The list below is to serve as guidance. If you don't think you meet all the criteria below, please still consider applying!

Essential

- Demonstrated interest in the issue of modern slavery, or related topics such as gender-based violence, workers' rights, trafficking-related crimes and other human rights issues.

- At least three years of work experience. It does not have to be in the international development sector, but you should be able to demonstrate working as a team to deliver professional work in a timely manner. Graduate-level education may be considered relevant to the candidate's work experience if a justification is shared.
- University degree (bachelor's or higher level) in economics, demography, public health, international development, human rights, social and political sciences, or other related disciplines.
- Strong quantitative data analysis skills, advanced proficiency with Excel, and some additional familiarity with R or Stata.
- Competency with search engines and academic databases to identify and shortlist relevant research reports. Ability to interpret and critique academic papers, statistical results and assess the quality of the methodology and findings.
- Experience working with vulnerable populations (such as victims of exploitation, refugees, street children, etc.) and taking a respectful, considered approach to exploring sensitive topics.
- Excellent attention to detail and time management skills, being highly self-organised and proactively coordinating with others to meet deadlines and deliver high-quality work.
- Outstanding written and verbal communications skills in English, ability to use 'plain language' to explain complex concepts and to present information in succinct ways. A proven flair for creative visualisation of data and information.
- Strong interpersonal skills and cross-cultural awareness, collaborating with people from diverse ethnic, racial, religious and other backgrounds. Willingness to work flexibly to accommodate colleagues working in multiple locations and time zones.
- Have the right to work in the UK without work permit sponsorship from the Freedom Fund.

Personal attributes

Desirable

- Fluency in Amharic, Arabic, Bangla, Indonesian, Nepali, Portuguese, and/or Kiswahili would be viewed favourably.
- Experience working or living in low-resource settings, with an understanding of the challenges faced by grassroots organisations in communities affected by slavery

Compensation

- £43,341 to £44,481 per annum, depending on experience.
- 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.

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 'Monitoring & Research Officer' in the subject line before **10PM UK time, Monday 12th August 2024**.

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 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 human trafficking and/or forced labour.

The Freedom Fund offers any candidates with lived experience of human 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 human 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.