**FLEX Business and Workers Rights Officer**

Job description

**Job title:** Business and Workers Rights Officer

**Location:** FLEX office, Vauxhall, London - Flexible hybrid working with a mixture of in person and home/office working.

**Salary:** £32,020 per annum, pro rata, subject to deductions for tax and national insurance contributions as required by law.

**Hours**: Part time, 4 days, equivalent to 30 hours per week. This may be flexible.

**Pension:** 4%, incremental pension contributions.

**Contract** 1 year, fixed term (with possibilities of extension subject to funding)

**Reports to**: FLEX Business Engagement and Accountability Lead

**Other benefits**: 25 days holiday per year plus bank holidays and incremental leave (pro rata); extra paid days off over the end of year holiday period; enhanced maternity, adoption and paternity pay; family policy; occupational sick pay; Employee Assistance Programme, including counselling support; and a wide range of opportunities for skills development.

**About FLEX:**

Focus on Labour Exploitation (FLEX) is an organisation working towards an end to labour exploitation by addressing the systems and structures that make workers vulnerable to abuse. FLEX seeks to achieve this vision through the prevention of labour abuses, protection of the rights of those affected or at risk of exploitation and by promoting best practice responses to labour exploitation through research and evidence-based advocacy.

**About the role:**

FLEX is looking for someone with a passion for improving working conditions in service sectors, such as cleaning. In this role, you will support the development of more sustainable corporate responses through the development of a worker-informed human rights due diligence programme for businesses that contract cleaning services. Drawing on a 2-year pilot where we developed a worker-informed human rights due diligence framework, this work involves a strong worker-engagement element.

Above all this role requires someone with real passion and commitment for FLEX’s work to end labour exploitation and an excitement for ensuring workers are at the centre and actively involved in shaping solutions that work for them. You will be working in a dynamic team developing this programme, so this role will require flexibility and ability to adapt.

**Key responsibilities:**

*Project Delivery :*

* Planning, delivering and evaluating worker engagement activities, in line with FLEX’s strategy, safeguarding protocols and approach, ensuring the workers views inform all project outputs, including reports.
* Supporting the development, maintenance, and implementation of robust safeguarding protocols for worker engagement.
* Drafting relevant project outputs, including resources for workers, company reports and other outputs for external communication.
* Collecting data and documentation and supporting assessments and critical reviews of business policies, practices, engaging with participating companies (desk-based, interviews and surveys), as relevant.
* Developing actionable recommendations to support companies to improve their policies and practices.
* Organising regular partnership meetings, preparing and sending out meeting packs, scheduling meetings, facilitating members’ effective participation, and taking minutes.
* Maintaining FLEX’s worker-informed tools, including human rights assessment toolkit in line with international standards and UK law that incorporates issues identified by workers at risk of exploitation.
* Keeping abreast of worker-driven corporate responsibility initiatives focusing on cleaning to inform the pilot design.
* Developing a roadmap with clear referral pathways for businesses identifying labour abuses and potential victims of labour exploitation.
* Delivering activities within budget and liaising with consultants and/or independent contractors;
* Developing and implementing monitoring and evaluation plans, producing progress and learning reports for internal and external purposes.
* Extracting learnings from experience to inform FLEX’s methodologies for meaningful worker engagement.

*Policy and advocacy*

* Represent FLEX and networks at external meetings, as required.
* Keeping abreast of the wider relevant policy and legislative context and identifying relevant advocacy intervention opportunities.
* Supporting internal comms and coordination across teams.

*Other*

* Help maintain a regular social media presence for FLEX;
* Scope, draft and support fundraising bids relevant to this role;
* Undertake any other relevant duties as required.

**Person specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Assessment stage** | | |
|  | **Cover**  **letter** | **Interview** | **Exercise**  (interview day) |
| **Essential experience:** |  |  |  |
| 1. Experience working to progress workers’ rights through corporate social responsibility. | ✓ | ✓ |  |
| 2. Experience of coproduction with workers or similar groups. | **✓** | **✓** |  |
| 3. Experience consulting with different stakeholders to design/create outputs. | ✓ |  | ✓ |
| 4. Experience in conducting research and policy reviews. | ✓ | ✓ | ✓ |
| 5. Educated to Bachelor’s degree level or equivalent work experience. | ✓ |  |  |
| **Knowledge, skills and abilities:** |  |  |  |
| 6. Knowledge of key features of human rights due diligence instruments and of latest developments in this area. | ✓ | ✓ |  |
| 7. Good understanding of conducting social audits. |  |  |  |
| 8. Project management skills, including the ability to work to multiple deadlines, manage small budgets, monitor progress, and produce reports | ✓ | ✓ |  |
| 9. Strong representation skills with the ability to build relationships with stakeholders, including businesses and other partners. | ✓ | ✓ | ✓ |
| 10. Advocacy skills, ability to persuade and influence | ✓ | ✓ |  |
| 11. Excellent oral and written English skills, with the ability to produce engaging communications material, briefing papers and presentations. | ✓ |  | ✓ |
| 12. Understanding of what constitutes labour abuse, exploitation or trafficking in the UK. | ✓ | ✓ | ✓ |
| 13. Good interpersonal skills, with the ability to develop relationships with key stakeholders. |  | ✓ | ✓ |
| 14. Self-motivated and goal oriented, with the ability to work independently and as part of the team. |  | ✓ | ✓ |
| 15. Excellent IT skills with sound knowledge of Microsoft Office. | ✓ |  |  |
| 16. Strong belief in FLEX’s core mission and values and desire to further the organisational objectives. |  | ✓ |  |
| **Desirable:** |  |  |  |
| 17. Familiarity with key institutions and actors working in corporate responsibility. | ✓ |  |  |
| 18. Experience of engaging with, and providing direct advice to businesses. | ✓ |  |  |
| 19. Good understanding of conducting social audits. | ✓ |  |  |