

# FOCUS ON LABOUR EXPLOITATION

## Labour Exploitation Research Manager, FLEX

### Job Description

**Location:** FLEX office, Vauxhall, London

**Salary:** £32,000 per annum subject to deductions for tax and national insurance contributions as required by law

**Hours:** 37.5 hours per week

**Deadline for applications:** 19 September 2018

**Interviews:** W/C 24 September 2018

**Reporting to:** FLEX Director

**Management:** Up to three FLEX staff members

**Benefits:** 25 days holiday per year plus bank holidays. A wide-range of opportunities for skills development. Sociable office environment with many social justice charities sharing the building which includes cycle storage, showers and ongoing social activities.

### About FLEX:

Focus on Labour Exploitation (FLEX) works to end human trafficking for labour exploitation in the UK and worldwide. FLEX's unique approach to the problem of human trafficking is focussed on the prevention of labour rights abuses, the protection of the human rights of trafficked persons and the promotion of best practice responses to trafficking for labour exploitation. FLEX is a small organisation that packs a big punch in terms of policy change and influencing, we want you to help share our achievements with a wider audience.

### About the role:

FLEX is looking for someone with a strong track record in designing and undertaking influential research, ideally including a background in the use of participatory methodologies, and delivering and reporting on research projects. As Labour Exploitation Research Manager you will provide operational management and guidance on our work to prevent human trafficking for labour exploitation. You will design and deliver high-quality research projects, manage and support colleagues, ensure synergy across projects, report on project learning and support programme fundraising. In this role, you will work on FLEX's research, including researching high-risk UK labour sectors and leading on the development and delivery of feminist participatory action research. You will ensure that FLEX's work is delivered to a consistently high standard and that it is responsive to the needs of the organisation. Above all this role requires someone with a passion for FLEX's work to promote labour rights to end human trafficking for labour exploitation and a commitment to working in a small team to make change happen.

### Key responsibilities:

#### *Research*

- Manage the delivery of FLEX's research based programmes;
  - Work with the Senior Policy and Communications Advisor to design research projects, develop methodologies and project plan;
  - Recruit and train peer researchers to be involved throughout the research and support them to deliver fieldwork;
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- Develop and support participatory action research foregrounding the importance of participation throughout;
- Lead and deliver research to a high-quality, degree of rigor and to budget;
- Draft and edit research reports for a range of external stakeholders;
- Engage with FLEX's Labour Exploitation Advisory Group and broader networks in order to inform FLEX's research direction, development and analysis;
- Facilitate events, expert advisory body input and other project meetings;
- Support the development of systems for inputting and storing data; and
- Promote FLEX research and present research findings to a range of stakeholders.

#### *Management*

- Managing project and administrative staff, including conducting periodic reviews, skills development and career planning;
- Overseeing project budgets and learning reports for donors on the delivery against projected outputs;
- Analysing and reviewing monitoring and evaluation data to contribute to effective donor reporting.

#### *General*

- Helping to implement FLEX's fundraising strategy, including identifying new programme funding opportunities, building networks with key donors and drafting funding applications;
- Undertake any other duties within the context of the role as may be determined by your line manager.

### **Essential experience:**

- Substantial experience of designing, delivering and reporting on research projects related to labour exploitation or other linked subject areas.
- Experience in using research to develop effective communications and advocacy outputs.
- Track record of work in the field of labour rights, anti-trafficking and/or human rights.
- Experience of production of research proposals;
- Successful experience of line management;
- Qualification at Masters-level or more than three years equivalent research experience.

### **Key skills:**

- Excellent project management skills, including the ability to work to multiple deadlines and effectively manage staff and financial resources.
- Excellent written and verbal communication skills, with the ability to translate complex information and ideas into engaging communications material and easily accessible briefing papers and presentations
- Demonstrated ability to cultivate productive relationships with key stakeholders, including media, donors and decision-makers.
- Good interpersonal skills, with the ability to communicate with a wide range of people.
- Self-motivated and goal oriented, with the ability to work independently and with minimal supervision.
- Excellent IT skills with sound knowledge of Microsoft Office.
- Strong belief in FLEX's core mission and values and desire to further the organisational objectives.
- Great team player and interest in coaching for staff development.

**Desirable skills and experience:**

- Experience of using research to bring about policy change;
- Experience of working with participatory research methodologies or approaches;
- Experience of successful fundraising for policy research activities;
- Direct experience of working with trafficked persons or victims of labour abuses;
- Experience using data analysis software;
- Experience of a leadership role in a small charity;
- An interest in contributing to areas beyond specialist responsibility;

To apply please share a CV and cover letter with FLEX at [info@labourexploitation.org](mailto:info@labourexploitation.org). Please include in your application details of your achievements relevant to the job description and person specification above.

Your ability and skills will be assessed at an in-depth interview and task if you are invited to the next stage of the recruitment process. An initial triage of applications is made against the above criteria and failure to address how you meet these explicitly will affect your application.

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate at the interview and task stage.