

FOCUS ON LABOUR EXPLOITATION

A note from Caroline, FLEX CEO.

“I am now standing back and making room for a new CEO for FLEX.”

On 8th March 2013, Claire Falconer and I pressed ‘publish’ on our DIY website, ‘Focus on Labour Exploitation’ (FLEX) was finally live. For us, it was critical that FLEX be launched on International Women’s Day, a day that holds so much significance for us both. This was not only personal, as strong feminists, who had seen men leapfrog brilliant women in our field of work time and again. But more importantly, in our many years working in the field we’d witnessed anti-trafficking responses frequently ignore women’s voices, create top-down, patriarchal ‘solutions’ to women’s complex lives.

So it is fitting as we approach International Women’s Day 2019, that I am now standing back and making room for a new Chief Executive for FLEX. It has been an incredible seven years working to create, birth and grow this amazing charity. But it is time to make room for a new Chief Executive, who can help FLEX navigate the next chapter in its journey. I will see it through this transition, helping the Board of Trustees find and recruit a brilliant successor, then step back and watch proudly from afar.

And I am proud. FLEX is a ground-breaking organisation that is no longer just a dream held by me and Claire, but a team of brilliant people and a network of friends and collaborators, who are each just as committed to our mission. At its heart FLEX draws on the understanding that those people most at risk of exploitation are rarely listened to in efforts to combat human trafficking.

From the outset FLEX has sought to bridge the gap between workers at risk of exploitation and the law and policy responses designed to prevent exploitation from taking place. For FLEX our work is as much about the process as the outcome, anti-trafficking responses developed without guidance from people at risk of exploitation are not worth the paper they’re written on. And as a result, FLEX has not only changed how law and policy is made and who is listened to when decisions are made, but we have made tangible improvements to way in which labour exploitation is prevented too.

Early in our work we established the Labour Exploitation Advisory Group (LEAG), ten individuals working directly with insecure workers to understand how best to tackle labour abuse and exploitation together with workers. If there is one achievement I’d cite as my proudest over the last seven years, its LEAG, decision makers have started to listen to those most affected by the laws and policies designed to protect them, long may it continue.

Leaving is difficult and sad, but I leave FLEX in the knowledge that it is strong enough to survive without me, and with a great future. I leave knowing whilst I’ll no longer be working at FLEX I’ll still be active and vocal in support of our mission and I look forward to the journey ahead.

In solidarity, Caroline

FOCUS ON LABOUR EXPLOITATION

Chief Executive, FLEX

Job Description

Hours: 37.5 hours per week

Salary: £54,000 per annum subject to deductions for tax and national insurance contributions as required by law

Reporting to: FLEX Chair of the Trustees

Management: Up to four FLEX staff members

Benefits: 25 days holiday per year plus bank holidays (some of which to be taken whilst FLEX office closed between Christmas and New Year). 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 on-going 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. We aim to be a diverse and inclusive place to work. We value new perspectives, original ideas and different ways of working.

Purpose of role:

The Chief Executive provides inspiring and skilful leadership to FLEX, furthering its efforts to prevent human trafficking for labour exploitation. The Chief Executive initiates and leads funding applications to support FLEX's strategic plan and represents FLEX to key funders. The Chief Executive facilitates effective governance of FLEX building a well-managed and growing charity.

Key responsibilities:

Strategic Direction

- To lead the on-going development, implementation and monitoring of FLEX's long-term strategy to achieve its aims, in conjunction with the Board of Trustees, senior managers and staff.
- To ensure the strategy is translated into business and annual plans and budgets and to ensure their subsequent delivery;
- To identify and resolve strategic issues and risks for the charity pro-actively, working with the Board, ensuring effective risk assessment and management;

FOCUS ON LABOUR EXPLOITATION

Governance

- To lead on supporting the Board of Trustees, attending and providing reports to regular meetings of the Board and its committees, ensuring that Trustees receive regular, timely and accurate information for effective governance;
- To ensure FLEX complies with all constitutional, legal and regulatory standards and requirements as a charity and conducts its governance to a high standard.

Leading people and operations

- To provide inspirational leadership to the whole staff team;
- To provide direct line management to senior staff, including development support and coaching and performance management;
- To ensure all teams have robust work plans and key performance indicators in place which contribute to the achievement of the long-term strategy and annual plans;
- To keep under review FLEX's structure, systems, policies and procedures to ensure that these are fit for purpose, compliant with all legal regulatory and good practice requirements;

Income generation and financial management

- To develop business, fundraising and financial strategies and plans to ensure a diverse portfolio of income is secured to enable FLEX to achieve its strategic aims and be sustainable financially;
- Maintain oversight over all fundraising activities including a focus on institutional giving and developing FLEX's strategies for reaching new donors;
- To identify funding sources, raise new funds and maintain relationships with existing and prospective funders;
- Overseeing project budgets and the delivery of reports for donors on FLEX projects;
- To ensure an excellent standard of financial management, to include accurate and timely reporting and forecasting;
- To ensure a regular flow of financial information to the Board;

Policy and Communications

- To guide FLEX's research, policy and communications strategies, with the aim to position FLEX as a leader in global policy debate;
- To develop and maintain strategic relationships at national and international level with key influencers and decision makers to promote FLEX's aims and key messages;
- To ensure that FLEX is able to set the agenda and advocate on key policy issues;
- To maximise opportunities to gain representation on national and international for a to ensure that FLEX participates in key debates;
- To act as a spokesperson for FLEX

FOCUS ON LABOUR EXPLOITATION

Jobholder requirements

Key experience

Essential:

- Experience of leading organisations, teams; or overseeing significant organisational growth/development
- Experience at a senior level in organisational management and administration, including responsibility for financial management and governance.
- Proven track record in strategic decision making and the development and implementation of high level strategic business and operational plans to successful outcomes;
- Experience of working effectively with Boards of Trustees and a good understanding of governance requirements within small charities;
- Experience of building relationships with senior stakeholders from external organisations
- Experience of growing income from a range of sources;
- Experience in monitoring and evaluation activities, and in reporting to funders;
- Passion for making a major contribution to issues around human rights and human trafficking globally as a charity leader;
- Able to inspire and motivate people as a dynamic leader, building coalitions for change and empowering others to contribute.
- High levels of energy, determination and resilience as a leader.
- Dynamic and proactive approach to problem solving;
- Experience of and commitment to working in a collaborative and inclusive style and acceptance of being subject to peer review;
- Commitment to the values and ethos of FLEX.

Desirable

- Expertise in the field of human rights, human trafficking and migration and policy development in such fields;
- Experience working directly with victims of trafficking or forced labour;
- Excellent contacts amongst practitioners, policy makers and academics in relevant fields in UK and internationally;
- A demonstrable track record of successfully influencing public policy both in the UK and internationally.