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: 3 September 2018
Interviews: W/C 9 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 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 project manage and 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;
- 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**
- To oversee all aspects of FLEX research projects, managing the delivery against targets and in accordance with contract requirements.
- Analysing and reviewing monitoring and evaluation data to contribute to effective donor reporting.
- Overseeing project budgets and learning reports for donors;
- Managing project and administrative staff, including conducting periodic reviews, performance and development management;

**General**
- Helping to implement FLEX’s fundraising strategy, including identifying new programme funding opportunities, building networks with key donors and drafting funding applications;
- Building effective relationships with relevant stakeholders, networking and acting in representation of FLEX as required
- Undertake any other duties within the context of the role as may be determined by your line manager.

**Person specification**

<table>
<thead>
<tr>
<th>Essential experience:</th>
<th>Application</th>
<th>Interview</th>
<th>Exercise</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Substantial experience of designing and conducting quantitative and qualitative research.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>2. Track record of publications of research.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Experience in using research to develop effective communications and advocacy outputs.</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>4. Successful experience managing a portfolio of research projects to tight deadlines.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>5. Experience preparing donor reports on research projects.</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>6. Successful experience managing staff and subcontractors.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>7. Qualification at Masters-level or more than three years equivalent research experience.</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Skills and abilities:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Excellent project management skills, including the ability to work to multiple deadlines and effectively manage staff and financial resources.</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
9. 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. ✓ ✓

10. Understanding of what constitutes labour abuse, exploitation or trafficking in the UK. ✓

11. Good interpersonal skills, with the ability to develop relationships with key stakeholders and communicate with a wide range of people. ✓

12. Self-motivated and goal oriented, with the ability to work independently and with minimal supervision. ✓ ✓

13. Excellent IT skills with sound knowledge of Microsoft Office. ✓ ✓

14. Strong belief in FLEX’s core mission and values and desire to further the organisational objectives. ✓

15. Great team player and interest in coaching for staff development. ✓

**Desirable:**

16. Experience of working with participatory research methodologies or approaches. ✓

17. Familiarity with key institutions and actors in the anti-trafficking for labour exploitation sector. ✓

18. Direct experience of working with trafficked persons or victims of labour abuses. ✓

19. Successful experience producing fundraising proposals for research projects. ✓

20. Experience of a leadership role in a small charity. ✓

To apply please share a CV, cover letter and a sample of your work (maximum 1,500 words) with FLEX at info@labourexploitation.org. Please include in your application details of your achievements relevant to the job description and person specification.

An initial triage of applications is made against the criteria specified above and failure to address how you meet these explicitly will affect your application. Your experience, 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.

We encourage applications from women and people who identify as part of marginalised communities.

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.