



**Job Description**  
**Training & Capacity Building Manager**  
**Location: Washington, D.C.**  
**September 2020**

**About Free the Slaves**

Founded in 2000, Free the Slaves (FTS) is a pioneer and leader in the global effort to eradicate slavery. Our mission is to end the conditions that allow modern slavery to exist. Free the Slaves works at the grassroots level to empower vulnerable individuals and communities to achieve freedom from slavery and develop resistance to slavery. We work with and through local partners to build capacity to combat slavery and trafficking. We advocate for policies and laws that help in the fight against slavery. We are committed to rigorous assessment of our work and scrupulous integrity in the use of donor funds. Headquartered in Washington, D.C., with programs in the Caribbean, West Africa, Middle East and North Africa, and South Asia, Free the Slaves has a diverse and expert staff, and a highly engaged and supportive board of directors. For more information, see: [www.freetheslaves.net](http://www.freetheslaves.net).

**Position Overview**

The training & capacity building manager will play a critical role in building online and offline training and capacity-strengthening tools, engagement with partners and key stakeholders, design of the online version of the FTS community liberation modules (toolkit), and support the base of FTS programming, including organizational adaptation to online and other capacity-building work. This position is integral to the design and implementation of the Free the Slaves online and training strategy, ensuring alignment with the mission, vision and programmatic goals of the organization. The training & capacity building manager will work closely with the leadership and staff of Free the Slaves on strategic initiatives and oversee the organization's online and toolkit development efforts.

**Responsibilities**

The training & capacity building manager will:

- Work with the senior program manager and other program staff to design and implement online trainings using the toolkit, identify and build the capacity of partners, and ensure adaptation of the toolkit to meet changing needs
- Develop the organizational training strategy including online training, and outreach for use of the toolkit
- Lead the review, revision and update of the community liberation model modules, and ensure testing and feedback
- Ensure monitoring and evaluation of the trainings and their impact

- Research innovative tools to ensure effective online trainings, preservation of materials, training methods and tactics
- Develop training materials and conduct online and offline trainings with partners globally
- Identify new opportunities for learning, adaptation and leadership for FTS
- Build FTS capacity to effectively utilize its online presence to strengthen the capacity of the members of the movement against modern slavery
- Build and foster relationships with stakeholders and maintain regular communication

The training & capacity building manager may be asked to travel to train partners.

## **Key Relationships**

The training & capacity building manager will:

- Report to the senior program manager, serving as an organizational expert on trainings and online matters, toolkit and modules development
- Attend organizational meetings including with FTS staff and allies, and other necessary meetings as required
- Collaborate with country teams and other relevant staff to prepare and conduct trainings, including online trainings
- Work closely with the programs team and country teams to align programmatic goals and training efforts
- Communicate regularly with the monitoring, learning and evaluation staff to ensure that online work reflects evidence about the effectiveness of Free the Slaves programs.

## **Qualifications**

- 5+ years of progressively-increasing responsibility as a trainer, toolkit and module developer, with commensurate online expertise
- Demonstrated experience and skills in training, including online materials development and implementation
- Strong personal organizational skills and management
- Demonstrated breadth and depth of expertise and experience in managing partners
- Deep personal connection and/or demonstrated commitment to the organizational mission
- Ability to communicate clearly and consistently with a variety of technical and non-technical audiences, including staff, stakeholders, donors and board members, both orally and in writing
- Experience overseeing training and modules development
- An understanding of the universe of human rights and the movement against modern slavery
- Experience leading and working with staff in an innovative environment

## **Preferred Qualifications:**

- Experience in training in different contexts and regions
- French, Arabic and/or Spanish language capacity an asset

**To Apply:**

Applicants should submit a **tailored cover letter that outlines your interest and experience, a resume, and a list of three references** from former supervisors to <https://smrtr.io/4pgcR> or [careers@freetheslaves.net](mailto:careers@freetheslaves.net)

**PLEASE SUBMIT THESE AS ONE (1) WORD OR PDF DOCUMENT.** Please include your last name in the title of the document.

**Deadline for Submissions:**

Interested applicants are encouraged to apply as soon as possible, as consideration of candidates will be done on a rolling basis.

**The application deadline is 5:00 p.m. (U.S. Eastern), Saturday, October 10, 2020.**

Free the Slaves is an equal-opportunity organization. Qualified applicants are considered for employment and consultancies without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.