



PHILIPPINES COUNTRY COORDINATOR JOB DESCRIPTION

Contract type: Consultancy

Location: Philippines - this is a home working role, candidate will be required to travel throughout the country

Salary: 677,400 - 724,818 PHP per annum, subject to experience

Reports to: Programmes Manager (London)

[Arise's](#) vision is a world without slavery in which the human dignity of every human being is respected. Our mission is to build the strength, sustainability and direct impact of frontline groups working to prevent slavery and human trafficking.

We are seeking a passionate, innovative individual to coordinate our growing anti-trafficking work in the Philippines.

We warmly welcome and encourage applications from individuals with lived experience, recognising the unique perspectives and valuable insights they bring to our work.

CORE RESPONSIBILITIES

The successful candidate will have the following responsibilities:

- Oversight of Arise's grant portfolio in the Philippines, including assessing and supporting the development of grant proposals.
- Identifying relevant frontline groups for Arise to work with; both through funding and capacity building.
- Monitoring grants through site visits and reviewing reports.
- Building and maintaining the monitoring and evaluation systems across Arise work in the Philippines.
- Financial oversight of Philippines country budgets and expenses.
- Identify and manage capacity building needs from frontline groups.
- Comprehensive planning of activities, for example capacity building and network events.
- To identify and connect with potential networks and connect frontline groups to government authorities working on the prevention of human trafficking.
- Working closely with Arise's Director of Programmes and Programmes Manager to design and implement Arise's work in the Philippines.
- Develop Arise's presence in the Philippines and represent Arise to key stakeholders.
- Supporting the advocacy and amplification of Arise work in the Philippines.
- Upholding our Safeguarding Policy and Procedures
- Any other tasks that reasonably fall within the scope of this job description.

REQUIRED SKILLS

- Demonstrable understanding and experience in grant cycle management.
- Proven track record of networking and relationship building across local civil society and different sectors and with a range of actors.
- At least two years' experience of project management.
- An understanding of the issues of human trafficking and modern slavery in the Philippines.
- Proven ability to work with minimal supervision and to troubleshoot problems.
- Proficiency in Microsoft Office and other common software packages, especially Google Drive.
- High-level of English and Tagalog language proficiency
- Suitability to work with children and/or vulnerable adults
- Experience in developing and managing budgets

DESIRED SKILLS

- Experience in creating and facilitating training courses, ideally with experience in capacity building training.
- Experience in working as part of a remote, global team who have a diverse range of backgrounds and experiences.

HOW TO APPLY

- If you wish to apply for this role, please complete the [Google form at this link](#). We do not accept CV's and/or Cover Letters.
- If you would like to receive the job description and application form in large print format, please contact info@arise.foundation
- If you are shortlisted for an interview, you may request for reasonable adjustments. This is to ensure that the interview process is accessible and inclusive.
- We are committed to promoting equality, diversity and inclusion across the charity and our workforce.
- We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.
- We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.
- This role will require a background check - in accepting appointment, you undertake to regulate your conduct in line with the requirements of our code of conduct and to undergo any background checks that may be required. If you are shortlisted for an interview you will be asked to complete a self declaration of any information that would make you unsuitable to work with children.

INTERVIEW PROCESS

- Closing date for applications is **17:00 PST on Wednesday 9 October 2024**
- Interviews will take place online in the week of **21 October 2024**
- A short assessment will be included as part of the interview process
- We would like the successful candidate to start as soon as possible