

## Anti-Slavery Partnerships to Prevent Modern Slavery in Australia Copyeditor – Terms of Reference

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**Project:** Anti-Slavery Partnerships to Prevent Modern Slavery in Australia  
**Dates:** 19 February 2021 – 30 March 2021 (*with potential for ongoing work*)  
**Location:** Home-based  
**Responsible to:** Nia Emmanouil, Manager of Programmes, Global Compact Network Australia and Leah Sjerp, Coordinator of Programmes, Global Compact Network Australia

### 1. Purpose

- To support the delivery of two Global Compact Network Australia (GCNA) publications – one research and case study-based report and one guidance document, on the topic of business-led grievance mechanisms to address modern slavery in supply chains.
- Provide copyediting for the written and designed publications to support the delivery of high quality, designed publications for launch by 30 March 2021.

### 2. Deliverables

- **Copyediting** the two written publications (in Microsoft Word format) to ensure alignment with the GCNA Style and Referencing Guide (Annex 1) and the United Nations Global Compact (UN Global Compact) Brand Guidelines (Annex 2). Offer detailed general feedback to support future writing of GCNA publications.
- **Review** the two designed publications (in PDF format) for typographical and formatting errors and ensure consistency with the GCNA Style and Referencing Guide and the UN Global Compact Brand Guidelines.

### 3. Timelines

19 February 2021	Preliminary meeting between copyeditor and GCNA team to discuss project scope and deliverables.  Key matters to discuss: <ul style="list-style-type: none"> <li>• Background and purpose of publications</li> <li>• GCNA Style and Referencing Guide</li> <li>• UN Global Compact Brand Guidelines</li> <li>• Project deliverables, priorities and timelines</li> </ul>
5 March – 12 March 2021	Copyeditor to review and edit research and case study report. Copyeditor to provide edited publication via email by 10.00am Friday 12 March.
17 March – 19 March 2021	Copyeditor to review and edit guidance document. Copyeditor to provide edited publication via email by 10.00am Friday 19 March.
22 March – 23 March 2021	Copyeditor to review and provide comments on designed research and case study report. Copyeditor to provide edited publication via email by 5.00pm Tuesday 23 March.
26 March 2021	Copyeditor to review and provide comments on designed guidance document. Copyeditor to provide edited publication via email by 1.00pm Friday 26 March.

## 4. Requirements

### *Key criteria*

- Extensive expertise in copyediting including reviewing copy for spelling, grammar, referencing, tone and consistency.
- Ability to ensure copy and designed publications align with key referencing, style and brand guidelines.
- Ability to manage the needs and expectations of GCNA team members.
- Access to a personal computer and internet.

### *Strongly desired*

- Background understanding and interest in sustainability issues with a particular emphasis on business and human rights (including modern slavery).
- Capacity to provide copyediting services for future GCNA projects on an ongoing basis.

## 5. Background

In April 2020, the GCNA was awarded a grant under the National Community Crime Prevention Program by the Assistant Minister for Customs, Community Safety and Multicultural Affairs, the Hon. Jason Wood MP. The Grant Project runs from June 2020 – June 2021 and seeks to support the implementation of Australia's [National Action Plan to Combat Modern Slavery 2020-25](#).

Key outcomes of the National Community Crime Prevention Program: Modern Slavery Grant Opportunity include:

- Increasing awareness amongst vulnerable groups, service providers, businesses and the broader Australian community of modern slavery in Australia, including awareness of indicators to support the identification of victims, best practice responses and referral pathways.
- Increasing understanding and supporting effective implementation of Australia's [Modern Slavery Act 2018 \(Cth\)](#) amongst businesses and the broader Australian community to support combating modern slavery in supply chains.
- Reducing factors that make people vulnerable to modern slavery and increasing resilience to modern slavery amongst vulnerable groups, such as migrant workers and children.
- Building and enhancing networks that aim to share best practice, resources and information on modern slavery.

To support the successful delivery of these outcomes, the GCNA's project seeks to increase business understanding, awareness and capacity to implement effective grievance mechanisms to address modern slavery in supply chains, including how to report on this under the *Modern Slavery Act 2018 (Cth)*. The project includes the development of two awareness raising and capacity building publications and the delivery of three workshops targeted at Australian businesses. Through these activities, the GCNA will also provide businesses with the opportunity to build collaborative networks that enable them to more effectively tackle challenges to preventing and addressing modern slavery in supply chains.

The research and case study-based report and the guidance document are based on desktop research, data collected from surveyed Australian businesses, and interviews conducted with Australian and international business and multi-stakeholder initiatives.

## 6. Oversight and Accountability

The copyeditor will work collaboratively and liaise with Nia Emmanouil, Manager of Programmes, and Leah Sjerp, Coordinator of Programmes at the GCNA.

The GCNA will retain all intellectual property relating to the GCNA's Anti-Slavery Partnerships to Prevent Modern Slavery in Australia project, including all material produced for the publications developed through the project. The GCNA will recognise the work provided by the copyeditor in the Acknowledgments of each publication.

The GCNA will also retain all intellectual property relating to any copyediting resources that may be developed over the course of the project for the purpose of improving the GCNA's review / editing process.

## 7. Application Process

Please apply by way of cover letter, curriculum vitae (CV) and quote (casual hourly rate in AUD) to [nia.emmanouil@unglobalcompact.org.au](mailto:nia.emmanouil@unglobalcompact.org.au) and [leah.sjerp@unglobalcompact.org.au](mailto:leah.sjerp@unglobalcompact.org.au) by **COB Monday 15 February 2021**.

If you have any queries about the role please direct them to:

Nia Emmanouil: [nia.emmanouil@unglobalcompact.org.au](mailto:nia.emmanouil@unglobalcompact.org.au)

OR

Leah Sjerp: [leah.sjerp@unglobalcompact.org.au](mailto:leah.sjerp@unglobalcompact.org.au)

## 8. About the UN Global Compact and the Global Compact Network Australia

As a special initiative of the United Nations (UN) Secretary General, the UN Global Compact is a call to companies everywhere to align their operations and strategies with ten universal principles in the areas of human rights, labour, environment and anti-corruption. Launched in 2000, the mandate of the UN Global Compact is to guide and support the global business community in advancing UN goals and values through responsible corporate practices. With more than 12,000 companies and 3,500 non-business signatories based in 158 countries, and more than 60 Local Networks, it is the largest corporate sustainability initiative in the world.

Locally, the Global Compact Network Australia (GCNA) brings together signatories to the UN Global Compact, including more than 30 ASX 100 companies and other major corporates, SMEs, non-profits and universities, to advance the private sector's contribution to sustainable development through the universal framework provided by the UN-mandated Sustainable Development Goals (SDGs) and the Ten Principles. We lead, enable and connect business and stakeholders to create a sustainable future by supporting businesses to act responsibly and helping them find opportunities to drive positive business outcomes.

## 9. Annex 1: GCNA Style and Referencing Guide



GCNA Referencing  
and Style Guide.pdf



**Global Compact**  
Network Australia

## 10. **Annex 2: UN Global Compact Brand Guidelines**



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