



## **JOB DESCRIPTION: PROGRAMME DEVELOPMENT AND FINANCE MANAGER**

<b>Title:</b>	Programme Development and Finance Manager
<b>Salary:</b>	£39,000 to £44,000pa, depending on experience, plus up to £3,000 London Weighting if applicable.
<b>Reports to:</b>	ASN Director
<b>Direct reports:</b>	Volunteers, Bookkeeper, Travel Abortion
<b>Hours of work:</b>	35 hours full time, on a flexible working pattern. Some weekend and evening working will be required.
<b>Location:</b>	Home-based during pandemic, potential for up to 2 days per week in a London based co-working space in future depending on staff location and desire.

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### **About Abortion Support Network (ASN)**

Abortion Support Network is a largely volunteer-run charity that helps people living in European countries with bad abortion laws and provision access safe abortions in clinics abroad. ASN provides practical information on the least expensive way to arrange travel and abortion, logistical support, money towards the cost of abortion, travel and accommodation. We currently provide this service to people resident in Poland, Malta, Gibraltar, Ireland, Northern Ireland and the Isle of Man and elsewhere in Europe on a case by case basis. ASN is a member of the Abortion Without Borders / Aborcja Bez Granic initiative.

ASN has a small staff, no office, and a large team of dedicated volunteers. We pride ourselves on providing a critically needed service, running our organisation efficiently and solving problems creatively. This role is best suited to people who enjoy working flexibly, reactively, responsively and remotely. You can learn more about our organisation at [www.asn.org.uk](http://www.asn.org.uk).

### **JOB SUMMARY**

Reporting to ASN's Founder & Director, you will be responsible for expanding ASN's service into additional jurisdictions, finding new countries for us to support people forced to travel for second trimester abortions, or to support undocumented people who need to pay privately in country for care. You will also have a good head for numbers and evaluation, as you will work with the Director to ensure that we set

achievable goals and targets and have a good process for monitoring and evaluation. You will also work with the Director and our Bookkeeper to ensure that our income projections and budgeting are in line with fundraising activities and goals and support ASN's wider financial management processes.

We're looking for someone with high attention to detail, who is both self-motivated and a team player, someone with social justice values who wants to be part of a dynamic and growing organisation to provide critical support to people who want abortions.

## **JOB DUTIES & Key responsibilities**

### **1. Development of new projects and other initiatives**

- Keep your finger on the pulse of access to abortion in European countries.
- Work alongside ASN's Director to determine what countries most need a second trimester abortion fund
- Develop a plan for expansion
- Research options and pathways, types of service model, assessing likely scale of need from different countries/jurisdictions
- Determine the best way for ASN to operate safely, legally and appropriately to clients in new jurisdictions
- Help formulate recommendations for type of service and method of implementation, as well as developing budgets and exploring sources of income for this service
- Help monitor and evaluate activities and processes, making recommendations for improvements and expansion including e.g. speed and style of roll-out.
- Foster relationships with abortion providers and maintain a database of second and third trimester providers in Europe
- Develop and maintain good working relationships with groups in countries most likely to come into contact with our target service users
- Manage ASN's relationship with Travel Abortion
- Lead on the delivery of specific initiatives from time to time, as directed by ASN's Director.

### **2. Programme monitoring and evaluation**

Develop methods and methodologies for ensuring regular monitoring and evaluation of various aspects of ASN's work, including:

- Second trimester abortion fund
- Abortion Fund Movement building
- Client care
- Volunteer management
- Fundraising
- Partnership working

### **3. Finance**

- Work with ASN's Director and Bookkeeper to develop and monitor budgets and income forecasts based on existing and planned fundraising activities
- Assist with forecasting, management accounts and reporting across financial KPIs to the Director and the Board of Trustees
- Take part in Finance Committee meetings
- With other staff, support Director and Head of Fundraising and Communications to ensure that strategy, budget and fundraising support each other
- Line manage ASN's bookkeeper.

### **4. Operations**

- Act as manager on-call for frontline volunteers on a regular/rotating basis, split 40/40/20 with Head of Development and Director
- Manage ASN's Human Resources, ensuring policies and procedures are kept up to date
- Management of the technical and physical infrastructure that enables ASN to function legally and safely including databases, file storage, meeting & work spaces, IT and telephony.
- Assist ASN's Director and Secretary in reporting to the Charity Commission and Companies House
- Work alongside ASN's Director to ensure that ASN is running responsibly, effectively, efficiently, and within the law
- Develop and deliver trainings around budgeting, project management, monitoring and evaluation, and other relevant topics as part of ASN's plan to begin new initiatives, both within ASN and via supporting external groups.

## **PERSON SPECIFICATION**

### **Required Experience:**

5 years in roles encompassing some or all of the following. Lateral/comparable experience will be considered.

- New project or programme development
- Project or programme management
- Monitoring and evaluation
- Managing staff and/or volunteers
  - Building and maintaining partnerships
  - Budget forecasting and financial reporting

### **Desirable experience:**

- Working with groups and organisations in multiple countries
- Working in a small and/or growing charity

- An understanding of the complexities facing abortion-seekers in places where abortion is illegal or restricted
- Experience of delivering training
- Any abortion or SRHR experience
- Provision of client services
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**Personal Attributes/Qualities:**

- Post-holder must be pro abortion. This will be evaluated at interview
- Trustworthy, patient, flexible and a good relationship builder
- Ambitious, innovative, target-driven and self-motivated
- Enjoy working as part of a team
- Open to new ways of working, learning new tasks and skills as required
- Strongly motivated by success and passionate about seizing opportunities as they present themselves
- Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively
- Computer literate and confident in using all MS Office software
- Financially literate with ability to analyse and contribute to budgets, management accounts, financial reporting and forecasts.
- Ability to travel internationally on an occasional basis
- Willingness to work, if required, on evenings/weekends

**Inclusion**

Abortion Support Network especially encourages applications from People of Colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation. We have tried to make this recruitment process as accessible as possible, but if you have particular needs please get in touch and we can think together about how to make this process more accessible for you.

**Applicants from outside the UK**

ASN, as an organisation that supports people from across Europe, welcomes applications from people across Europe. However, as a small charity, we are not licensed as a sponsoring employer with the UK Home Office for international recruitment. If you are based in the UK, ASN is legally obliged to ask for documentation to validate your right to work in the UK. All successful applicants will be asked to provide two pieces of identification as proof of identity and residential address to enable ASN to meet UK audit regulations. Successful international candidates based outside of the UK will be offered any role as a consultant or contractor.

**To Apply**

Please send a cover letter (no more than 2 pages) and CV to [amy@asn.org.uk](mailto:amy@asn.org.uk) by **5 pm Sunday 16 January 2022**. Initial interviews will be held via Zoom or MS Teams on 26, 27 and 28 January.

For questions about the role, please contact [mara@asn.org.uk](mailto:mara@asn.org.uk).