



Digital Projects Officer

Salary:	£30-32k FTE + £3,000 London weighting if applicable
Reports to:	Fundraising and Communications Manager
Contract type:	12-month fixed term contract (may be extended)
Hours of work:	Full time (35 hours per week) or part time (4 days part-time and/or flexible hours considered)
Location:	Home-based with potential for up to 2 days per week in a co-working space if desired depending on staff location
Pension & holiday:	5% employer pension contribution and 25 days' annual leave plus bank holidays

About Abortion Support Network

Abortion Support Network (ASN) is a largely volunteer-run charity that helps people living in European countries which fail to provide abortion care, to 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 also elsewhere in Europe on a case-by-case basis. ASN is a member of the Abortion Without Borders (AWB) initiative, which is a coalition of organisations providing information, support and funding to people in Poland who need abortions.

ASN has a small staff team of 5, no office, and a team of 50+ dedicated volunteers. We pride ourselves on providing a critically needed service and solving problems creatively.

ASN works alongside external partners and grassroots activists in European countries to provide immediate tangible support to people who would otherwise be forced to continue a pregnancy. One of the things our staff and volunteers value about this work is how we make a real difference to people's lives.

Inclusion

Abortion Support Network especially encourages applications from racially marginalised people, LGBTQ+ people (we are a trans-inclusive organisation), disabled people, 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 let us know when you apply and we can think together about how to make this process more accessible for you.

About the role

We're looking for a Digital Projects Officer to support ASN's fundraising, communications, and wider work of the organisation to help us reach even more people. This is a new role which will lead on various projects to improve, streamline, and strengthen our digital systems and services.

Job Duties & Key Responsibilities

- Work with the Fundraising and Communications Manager to identify and project manage improvements to our fundraising systems and processes
- Maintain/oversee ASN's fundraising database and improve the quality of data
- Advise on and support with fundraising campaigns
- Act as the day-to-day lead for digital projects across the organisation
- Oversee database management and work with the volunteer team to problem-solve any issues/queries
- Maintain and update ASN's website (Wordpress) and raise technical fixes and improvements
- Support with website optimisation and analytics
- Support with development of new website
- Support with digital services/internal communications for staff and volunteers
- Support staff and volunteers with skills development and training on digital systems/database where necessary
- Other ad hoc digital tasks as needed

Person specification

Experience	Essential	Desirable
At least 3 years' experience of working in digital communications or related role	X	
Experience working with CRMs and website CMS platforms	X	
Has worked as part of a small team and/or in a small organisation	X	
Experience with project management and/or working within a team to complete projects	X	
Skills and abilities		
Comfortable with remote working	X	
Problem-solving skills	X	
Good written and oral communication	X	
Strong attention to detail	X	
Well-organised and methodical	X	
Flexible/adaptable approach to work	X	
Working knowledge of another European language		X
Design and/or video editing skills		X
Knowledge		

Knowledge of digital tools and how these can be used within charities	X	
Comfortable handling large data sets and cleaning data	X	
Familiar with Office 365, Word, Excel	X	
An understanding of GDPR requirements		X
An understanding of the abortion sector in the UK or across Europe		X
Values and behaviours		
Post-holder must be unequivocally pro-abortion. This will be evaluated both at shortlisting and at interview.	X	
Proactive and able to work independently	X	
A demonstrable commitment to equality and inclusion	X	
A good team player	X	
Calm under pressure	X	
Personable and approachable, with strong people skills	X	

Applicants from outside the UK

ASN, as a small charity, is not licensed as a sponsoring employer with the UK Home Office for international recruitment. This means that all applicants must be legally able 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.

If you wish to have a conversation about this role, please email recruitment@asn.org.uk.

To apply please fill in our online application form [here](http://www.asn.org.uk/work-with-us), which you can find at www.asn.org.uk/work-with-us. As part of the application process you will be required to either email us a cover letter and CV, or fill in information on your work/education history and detail how you meet the criteria listed above.

Closing date: 9am on Friday 5th January 2024.