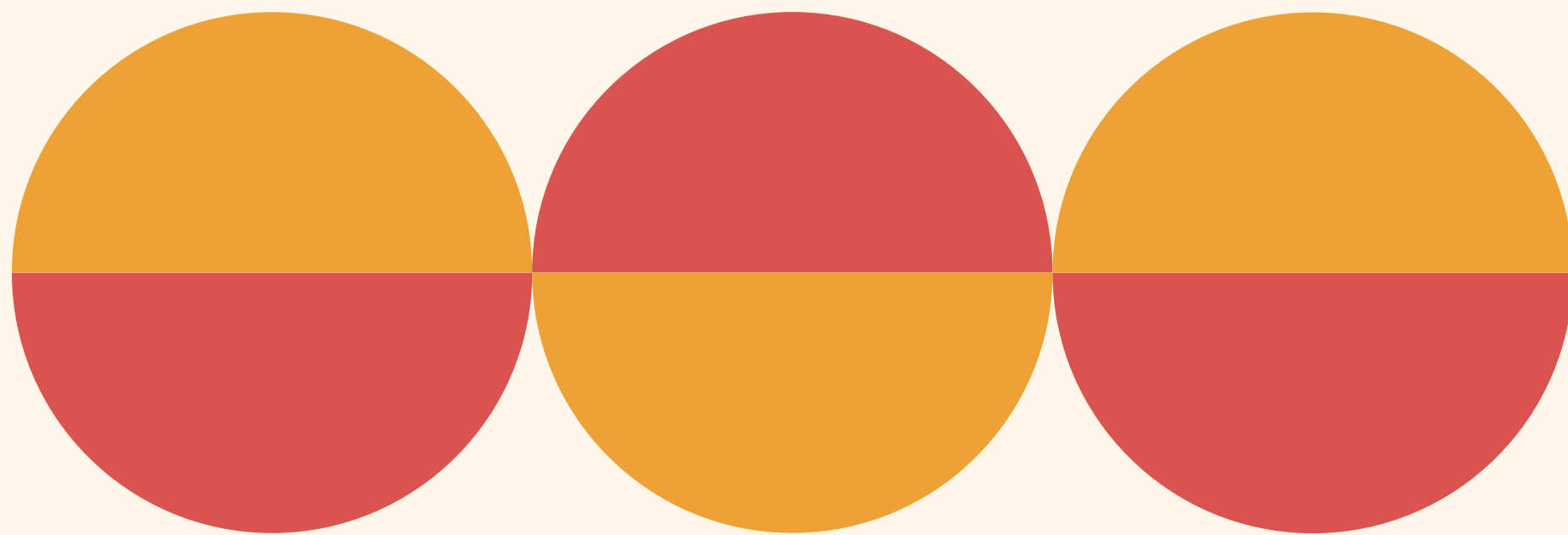




WE ARE HIRING!

**MANAGING
DIRECTOR**

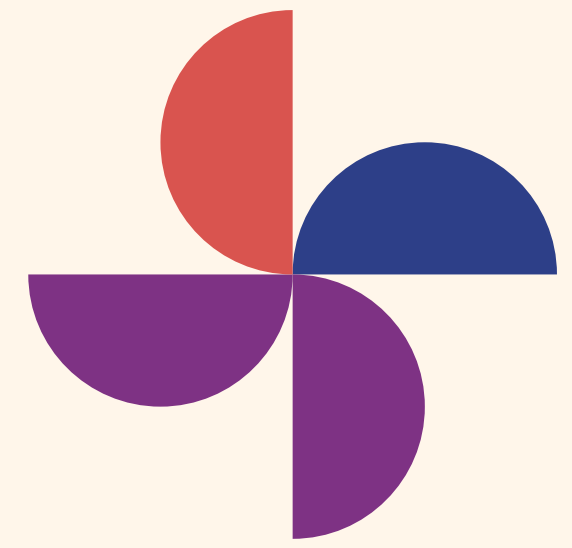


Permanent contract
£65k salary (inclusive of London Weighting)
35 hours per week – sharer applications welcome

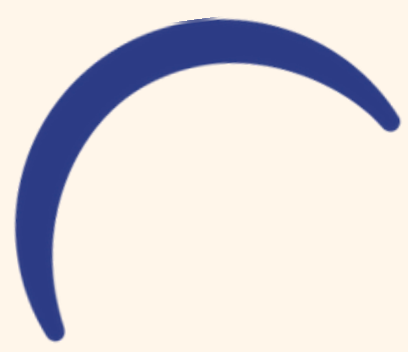
Deadline: 9 September 2024

APPLY AT: [ASN.ORG.UK/WORK-WITH-US](https://asn.org.uk/work-with-us)

RECRUITMENT PACK CONTENTS



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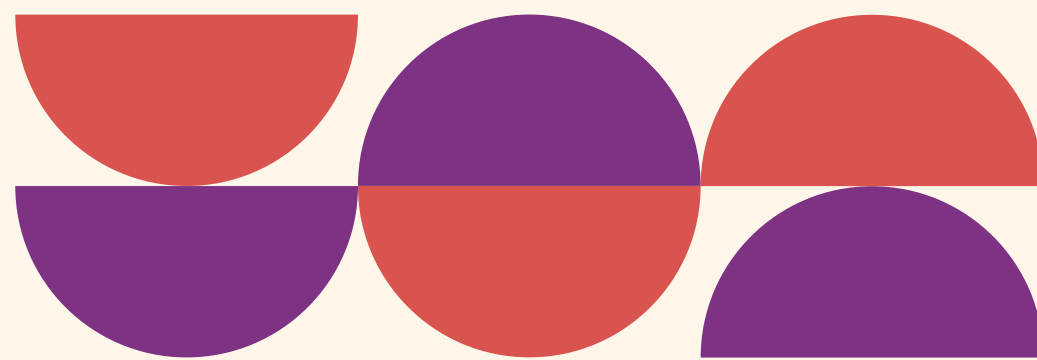
ABOUT ASN

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
- logistical support
- money towards the cost of the abortion, travel and accommodation.

Our biggest client groups are people in Poland, Ireland and France but we work with women and pregnant people all over Europe.



ASN is proud to be a member of the Abortion Without Borders 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 6, plus a part-time bookkeeper, 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 across Europe 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.





ABOUT THE ROLE

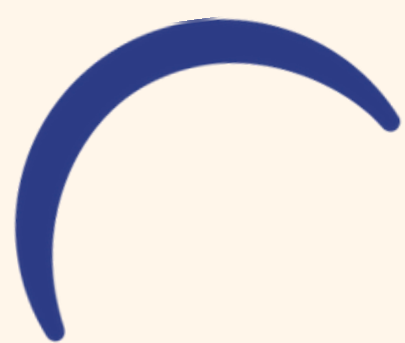
You'll be joining ASN at an exciting moment of transition. ASN began as a group of activists and a mobile phone, and spent our early years running on passion. While remaining true to our radical roots, we are now navigating the realities of building a sustainable organisation which offers the best possible experience for our clients, staff, volunteers and supporters. To do this, we need a strategic thinker who has experience leading a team and works pragmatically to get things done.

Reporting to the Board of Trustees, you will have complete oversight of ASN, from service delivery to operations. We don't expect anyone to be an expert on every part of ASN's work, but we're looking for someone with robust, relevant experience who is willing to learn from our incredible team.

Arranging an abortion takes a village and ASN's strength has always come from the people who make up the organisation. We are looking for an MD who will bring our staff, volunteers and supporters together to set the direction of the organisation, building on ASN's existing strengths, knowledge and skills.

You'll play a leading role in the conversation around the future of ASN: its size, structure, relationship with other organisations, how we centre client care, how we strive to become more anti-racist and intersectional in everything we do, and the ways in which we can best support our staff and volunteers.





TEAM STRUCTURE

ASN is lucky to have a staff team of 7 and a wider team of over 50 dedicated volunteers. Our staff team is relatively new, our longest-standing staff member having joined ASN in June 2021. Our volunteers are spread over several different teams and are vital in the support we give to clients, donors and supporters. Some of our volunteers joined us as recently as 2023 and several have been with ASN for over 10 years!

STAFF TEAM

The **Service Manager** oversees and supports ASN's frontline services, provides support with clients and works with partners to develop ASN's service provision.

The **Fundraising and Communications Manager** oversees ASN's fundraising and communications activities, including looking after a large network of individual donors.

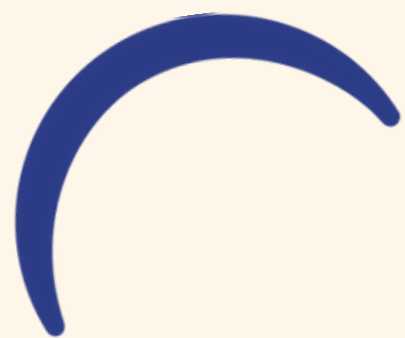
The two **Senior Helpline Coordinators** work alongside the Service Manager to provide coordination and day-to-day support to the helpline team and client services.

The **Digital Projects Officer** supports ASN's digital fundraising systems and processes, and supports with individual giving and communications campaigns.

The **Volunteer and Admin Assistant** supports our volunteer and staff team with administrative tasks to keep everything running smoothly.

The **Bookkeeper** is responsible for making ASN's payments, from staff wages to client grants, as well as keeping track of our outgoings.





VOLUNTEER TEAMS

The **phoner team** works with clients to arrange abortions, including giving information on options, and providing financial grants to cover the costs.

The **accommodation team** books accommodation and travel for clients to get to appointments.

The **translation team** translates documents which are needed by clients or clinics.

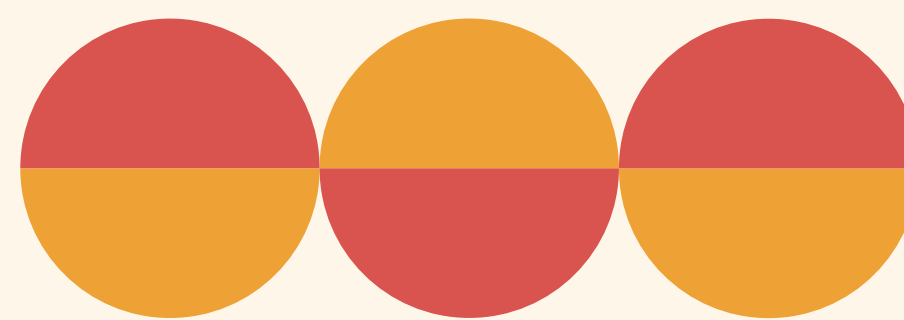
The **fundraising volunteer team** supports our individual giving fundraising by supporting campaigns, processing donations and supporting with donor and fundraiser queries.

ASN is also supported by many other volunteers working in other areas of the organisation.





A LETTER FROM THE BOARD

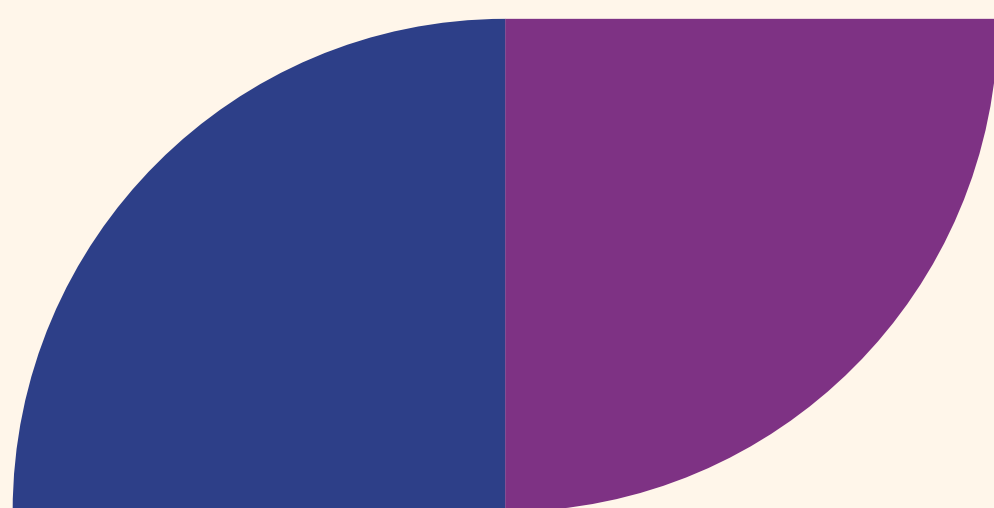


We are proud trustees of ASN, and we bring experience from activism, advocacy, fundraising, communications, academia and art across a wide range of fields, including sexual and reproductive health, gendered violence, and migrant support.

Appointing a new Managing Director represents a welcome opportunity to work together in sustaining and regenerating ASN as a space of accountability to the powerful but stigmatized community of abortion-seekers.

Everyday, abortion-seekers teach us how to stand up together and take control of our own lives. We are keen to see the rich experience that ASN has acquired over the last 15 years be translated into new and ongoing support for all those who struggle for reproductive freedom and bodily autonomy.

Feminist organisations are innovative kitchen-laboratories with many of their workers juggling a triple shift, one for income-generation, one for care of self and others, and one for social justice work. Growing as a charitable organisation of multiple employees and volunteers is taking ASN on an interesting journey in developing sustainable workplace policies and practices. We think that this is a rich moment for a new Managing Director to reflect on what ASN has learned so far about operating as a feminist workplace, and steer the organisation in new directions.



Through cross-border work on abortion access, including with Abortion Without Borders, ASN has a rich history of co-operating with other sibling feminist and social justice organisations. This work has necessarily been intersectional and involved learning from disability rights activists, migrants and migrant support, and economic justice organisations since abortion is rarely – if ever – a single issue.

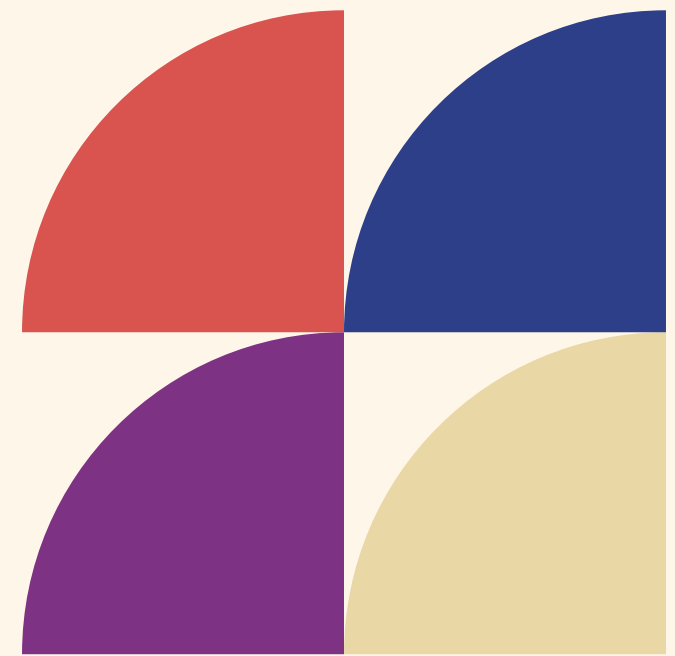
With a new Managing Director, ASN will draw on these connections to play a leading role in building coalitions for reproductive justice across European civil society.

ASN continues to be path-breaking in turning the experience of abortion-seekers into evidence that makes a difference in a wide range of public forums, including media, courts, parliaments, and conferences. ASN's care work shows the public how abortion restrictions are harmful, and how abortion care can be compassionate and centred on the pregnant person. If you think you have something to offer on any or all of these abortion support pathways, we are keen to hear from you!

*RUTH FLETCHER (CHAIR)
LISA FLANAGAN
JANET O'SULLIVAN
HANNAH TIPPLE
EMMA CAMPBELL
ELLA NWAOKOLO
CLARISA REGEDE
BETHAN CANSFIELD
ALEX IRVING.*



WHAT STAFF ARE LOOKING FOR



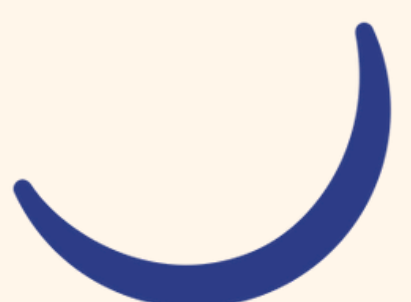
We're a small, supportive staff team and we're excited to find a Managing Director who can balance all the different needs of the organisation and think strategically for the future. ASN is still growing, and we want to move beyond reactive working towards long-term planning. We need an MD who can support us to build on all the great work ASN does, whilst bringing a fresh perspective.

We are looking for an MD who is passionate about abortion work, understands that it is inherently political and can keep us grounded in our radical roots.

We want to hear from people who have developed intersectional, feminist ways of working within other organisations, and who have strategies about how we can build better anti-racist practice throughout ASN, from recruitment to client work.

Over the last year, ASN has been developing a more bounded and sustainable culture. We'd like to find a Managing Director who will maintain and grow this across all teams, working in collaboration with both staff and volunteers.

We are also keen for there to be a culture of accountability, collaborative working, 360 listening and maintaining solidarity within and beyond the abortion sector. Our work wouldn't happen without all the many people involved.





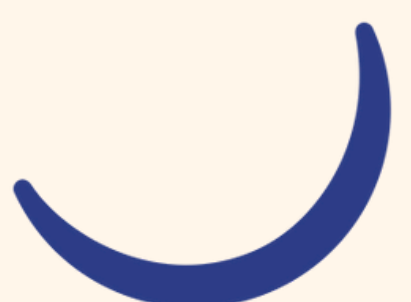
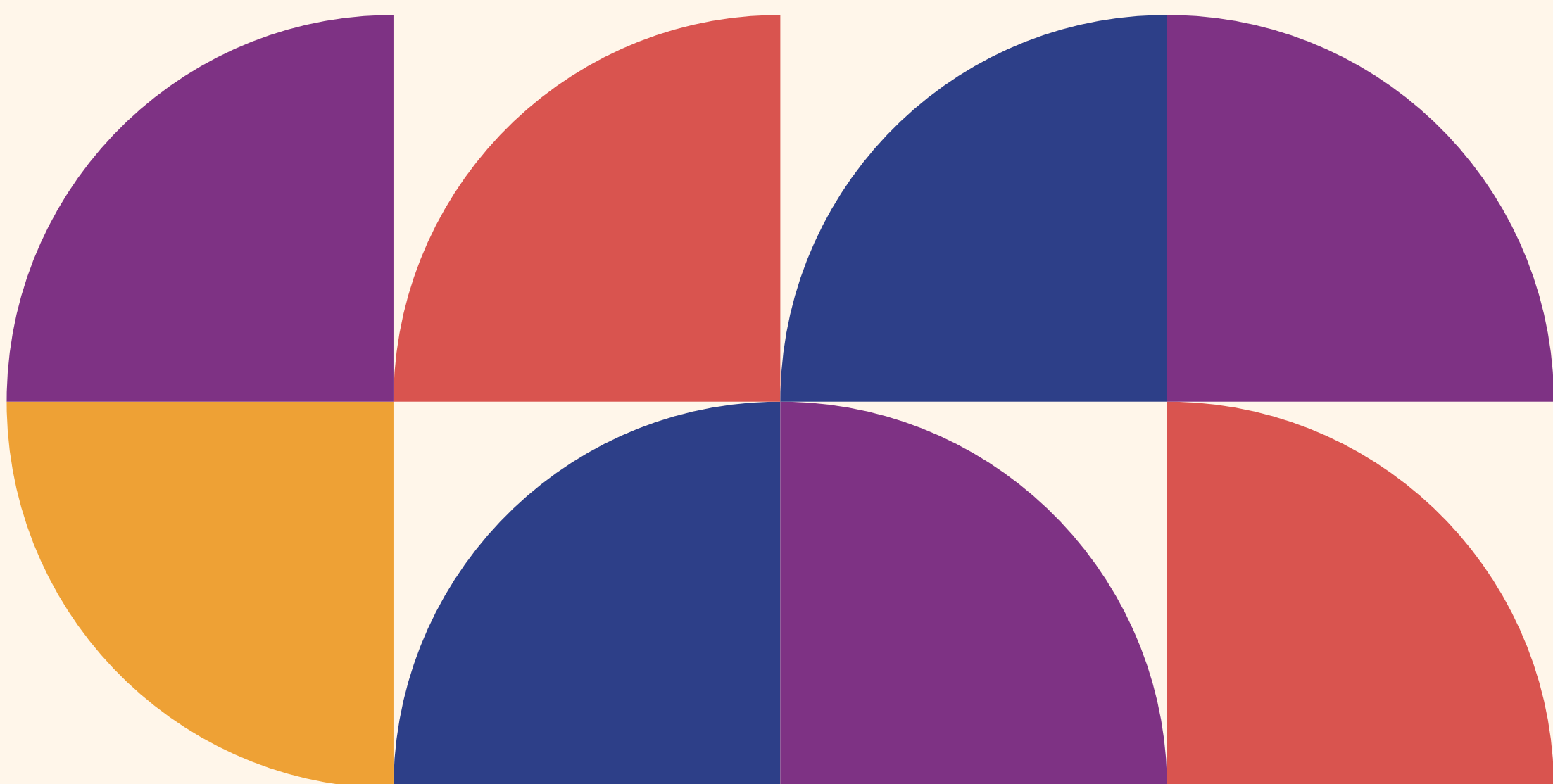
INCLUSION

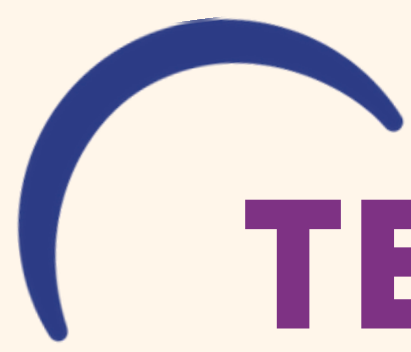
Abortion Support Network is committed to building a workplace that is feminist, anti-racist and inclusive of LGBTQ+ people, disabled people, and those who have experienced other forms of exclusion or marginalisation.

We know we still have work to do, and we are looking for a Managing Director who can be a part of this work.

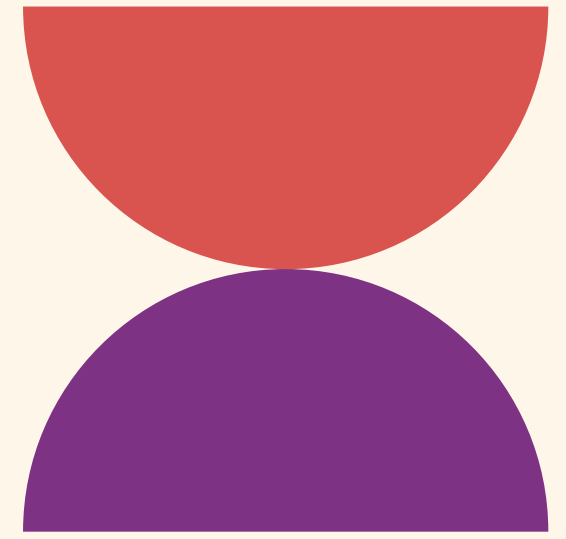
We are keen to work with candidates to make our recruitment process as accessible and comfortable as possible. If you need reasonable adjustments due to neurodiversity/neurodivergence, disabilities, long term medical conditions, mental health conditions, chronic illness, caring responsibilities or anything else, please let us know.

You can contact us at recruitment@asn.org.uk if there is anything you would like to discuss with us.





TERMS AND CONDITIONS OF THE POST



Contract: Permanent

Salary: £65,000

Location: home-based/remote from within the UK. ASN does not have a physical office. Occasional travel for team meetings will be required (travel costs are reimbursed). Potential for up to 2 days per week in a co-working space if desired, depending on staff location

Hours: 35 hours per week

Schedule: part-time, job-share, or full-time applications all considered

Flexible working options: working from home, compressed hours, flexitime

Reports to: Board of Trustees

Direct reports: Service Manager, Fundraising & Communications Manager

Annual leave: 25 days' annual leave plus bank holidays

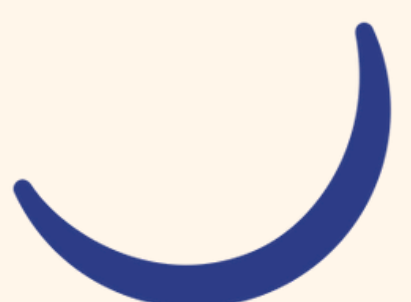
Pension and benefits: 5% employer pension contribution

Probationary period: 6 months

Notice period: 3 months

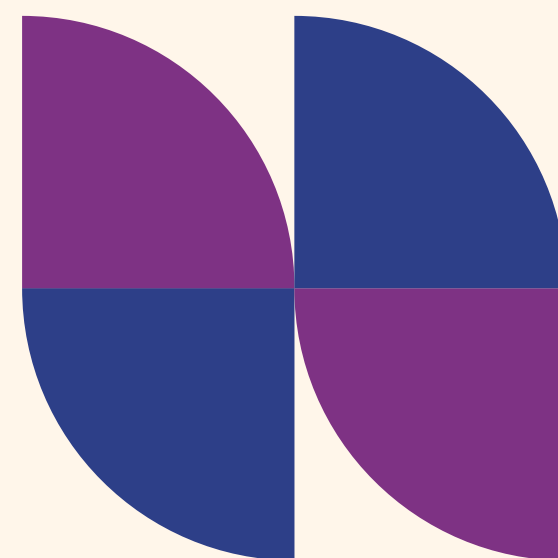
Disclosure and Barring: appointment to this role is dependent on a DBS check (basic) as the successful candidate will train to work on our helpline as part of their induction

Right to Work: candidates need to have the right to work in the UK





JOB DESCRIPTION



The priorities for this role are:

Lead in care for, and accountability to, abortion-seekers and build on the work of ASN as an abortion fund with significant experiential knowledge and data sources.

- Work with the Board to ensure progress in line with ASN's strategic direction and values, and ensure these underpin decision making and activity.
- Identify and manage organisational risk and compliance
- Lead in strategic and operational planning and delivery
- Ensure that the financial position of ASN remains secure and sustainable, setting and monitoring performance against ASN's budget
- Hold overall responsibility for ASN's fundraising strategy and securing funding, working with the Fundraising and Communications Manager
- Develop monitoring and evaluation systems to ensure that ASN is able to measure and articulate the impact of its work

Operate a feminist workplace that is trans-inclusive and anti-racist, and sustain good working practices for staff and volunteers, including through policy development and infrastructure oversight.

- Effective, supportive line management of the Service Delivery Manager and Fundraising & Communications Manager
- Oversight and development of internal policies and processes, including parental leave, safeguarding, H&S, HR, IT, insurance, etc

- Oversight of data protection across the organisation (bridging the gap between service delivery and fundraising)
- Effective management of the organisation's operations, including coordination between staff, board and volunteers

Collaborate with sibling feminist and social justice organisations who are committed to supporting abortion freedoms, including through building coalitions for reproductive justice.

- Act as ambassador for ASN, building new relationships with stakeholders in order to advance ASN's strategic aims.
- Strengthen ASN's existing relationships and ensure we are working collaboratively and proactively with partners such as the Abortion Without Borders network and Voice for Choice UK.

Be the public face of ASN in related media, education, outreach, and policy-making activities.

- Alongside the Fundraising and Communications team, ensure the promotion and development of ASN's work, raising ASN's profile and maximising its reach and opportunities for collaboration with the membership and external stakeholders.
- Ensure that the most up to date information on client provision is available in order to provide testimony and evidence for providers, legislators and human rights reporting bodies.





PERSON SPECIFICATION


ESSENTIAL EXPERIENCE

- Over 5 years' experience of senior management roles within charities, including experience of managing staff remotely.
- Over 5 years' experience of financial management, including budget planning and fundraising oversight.
- Experience of developing and delivering a strategic plan.
- Experience of developing feminist governance as well as anti-oppressive and anti-racist practice within an organisation.

DESIRABLE EXPERIENCE

- Experience of representing a charity externally, including press and media work.
- Experience of working in a small team and/or small organisation.
- Experience of managing an organisation or team that works directly with clients.
- Experience of leading work that foregrounds social justice and ethical practice.

ESSENTIAL SKILLS

- Strong interpersonal skills, empathy, and the ability to communicate effectively with internal and external partners.
 - The ability to be responsive to events without losing sight of longer-term work.
 - The ability to turn strategy/vision into operational plans.
 - Collaborative, able to bring people together and value input and experience of people at all levels within an organisation.
- 

ESSENTIAL KNOWLEDGE

- Knowledge of abortion and the barriers facing abortion-seekers in Europe.
- Knowledge of the regulatory framework for UK charities e.g. financial reporting and risk management.
- An understanding of the inherently political nature of abortion work and how we can stay true to this within the UK charity context.

DESIRABLE KNOWLEDGE

- An intersectional, critical and political understanding of the European abortion landscape.

VALUES

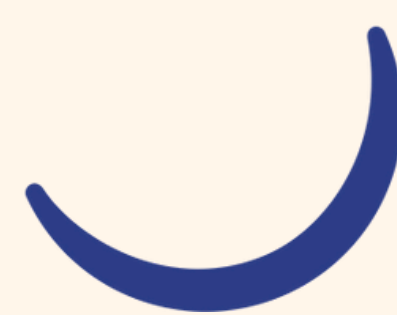
- Unequivocally pro-abortion.
- A deep commitment to ASN's mission, vision and values.

Our vision: *A world where pregnant people have the information and means to access safe, legal abortions wherever they live.*

Our mission: *To provide information, financial assistance and accommodation to those who may be forced to travel to access a safe, legal abortion and to support the growth of the abortion funds movement by sharing our knowledge and expertise.*

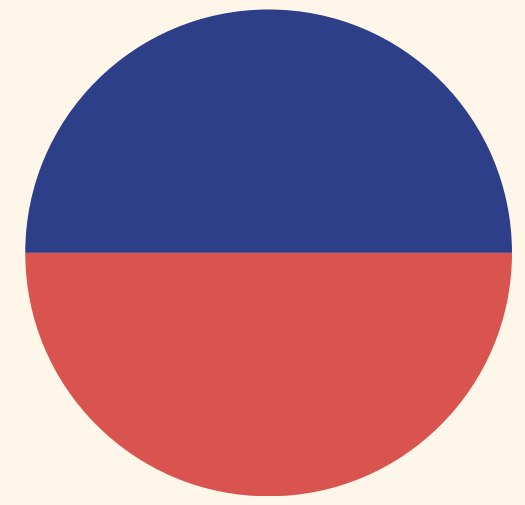
Our values:

- *We believe that all those who need them have the right to safe and legal abortions*
- *We believe in providing practical support to enable people to exercise this right*
- *We are compassionate and respectful of abortion-seekers and their decisions*
- *We believe in sharing our knowledge, expertise and experience with others to grow the abortion funds movement and increase access to safe abortion*





APPLICATION AND INTERVIEWS



Applications open: 25 July

Applications close: 9 September (9am)

Shortlisted candidates will be notified by 18 September. Unfortunately, due to team capacity, we will not be able to offer feedback to non-shortlisted candidates.

Stage 1 presentations and interviews:

30 Sept, 2 Oct, 3 Oct, 4 Oct, 7 Oct

Candidates will be given a presentation brief and the interview questions ahead of their interview date.

Stage 2 interviews for final candidates:

24 Oct, 25 Oct, 28 Oct

**Please apply via our application form at
www.asn.org.uk/work-with-us**



Abortion Support Network
Union House
111 New Union Street
Coventry
CV1 2NT

www.asn.org.uk

recruitment@asn.org.uk

Registered Charity Number 1142120

