

Role profile

Chief Executive, Abortion Support Network

March 2023



JOB DESCRIPTION

Salary:	£70k-£75k, depending on experience
Reports to:	ASN Chair
Direct reports:	Head of Fundraising and Communications, Service Manager
Hours of work:	35 hours full time, can be worked flexibly. Also open to 4 days p/w or compressed hours. Some weekend and evening working will be required.
Location:	Home-based with potential for up to 2 days p/w in a London based co-working space in future depending on staff location and desire. Some overseas travel will be required.
Pension & holiday:	5% employer pension contribution and 25 days' annual leave plus bank holidays.

Role purpose: to provide overall leadership and day-to-day management of the organisation.

Strategy and governance

- Working closely with the board, develop ASN's strategy, business plan and budget.
- Take the organisation to the next stage of development.
- Lead on preparations of agendas and papers for all board meetings.
- Prepare the annual report and accounts.
- Oversee preparations for the AGM.
- Build and maintain an effective working relationship with the Chair and the board, including regular reports to the Board and attendance at any sub-committee meetings.
- Ensure strong and effective risk management.

Operations

- Ensure the charity operates within the budget as agreed by the board.
- Ensure the charity meets all statutory reporting requirements and responsibilities.
- Work with the Service Manager to develop the service model and ensure that all volunteers are well trained and supported with accurate and up to date guidance and information.
- Ensure the charity has a robust approach to safeguarding.
- Ensure the management, operational and HR policies are up to date.
- Lead, develop and grow the staff team.

Fundraising and communications

- Work with the Head of Fundraising and Communications to grow our income and diversify income sources, developing and implementing the fundraising strategy.
- Be the lead spokesperson for ASN and promote the organisation effectively, including representing the organisation nationally and internationally as required.
- Develop strategic partnerships with other organisations both in the abortion sector and beyond.

This job description is not exhaustive. The postholder may be asked to take on additional responsibilities within the scope of the role, as required.

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PERSON SPECIFICATION

Experience	Essential	Desirable
Post-holder must be unequivocally pro-abortion. This will be evaluated at interview	x	
Has operated at senior management level or has previous experience of leading a team.	x	
Previous governance experience, either as a trustee or as a manager reporting into the board	x	
A proven track record of successful fundraising	x	
Experience of financial reporting and budgeting.	x	
Some previous service management and/or volunteer management experience	x	
Some experience of the voluntary sector either in a paid or voluntary role.	x	
Experience of safeguarding adults and/or children in a service-delivery capacity	x	
Experience of working with grassroots organisations and/or activists	x	
Experience of partnership-building and working with third party service providers	x	
An understanding of what it is like to work in a small organisation or as part of a small team.	x	
Direct or indirect personal experience of abortion or abortion services.		x

Skills and abilities	Essential	Desirable
A strong, inclusive, creative leader	x	
Good at relationship-building and networking	x	
Has the ability to switch between operating at a strategic level and at an operational level.	x	
Strong written & oral communications skills with the ability to write reports & funding bids.	x	

Knowledge	Essential	Desirable
An understanding of the complexities facing abortion-seekers in places where abortion is illegal or restricted	x	
Understanding of European abortion laws		x
Bilingual or multilingual		x

Values and behaviours	Essential	Desirable
A "can do" attitude with a track record of delivery in previous roles.	x	
A demonstrable commitment to equality and inclusion.	x	
An entrepreneurial approach with the energy and drive to make things happen.	x	
Tenacious, resilient and positive.	x	
Empathetic with emotional intelligence and sensitivity.	x	
Calm under pressure	x	