



Recruitment Pack

Interim Director of Fundraising and
Communications

August 2024

Dear Candidate,

Thank you for your interest in the role of interim Director of Fundraising and Communications.

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world.

After seven and a half years in the role, our Director of Fundraising and Communications is moving on. The team is responsible for raising £4.7m. It raises funds across multiple streams including philanthropy, trust foundations and institutional grants, individual giving and corporate support. The communications team is responsible for running our corporate, brand communications and supporting programme and advocacy communications.

We have an ambitious plan for 2024/25 and the post holder will need to balance this with making sure funding is secured for 2025/26. They will need to help with securing institutional and foundation grant fundraising and drive delivery on targets for individual giving and philanthropy.

The overall team has eight staff, including a Communications Manager and an Individual Giving Manager. We may interview candidates on an ongoing basis so please apply as soon as possible.

If you think this fits with your expertise and ambition, we would love to hear from you.

Best wishes

Jasmine O'Connor
CEO

Job Description

Interim Director of Fundraising and Communications

GRADE	Senior Management Team
SALARY	£71,994
CONTRACT TYPE	6 months initially, full time
HOURS	This role is offered as a full-time position at 35 hours per week, but consideration will be given to four days per week
LOCATION	Based in Vauxhall, London, with hybrid-working arrangements.
DAYS IN OFFICE	Minimum one to two days per week. During the first two months a minimum of two to three days will be needed for handover, induction and to support the team
START DATE	As soon as possible – we require candidates who are available at one week's notice

ANTI-SLAVERY INTERNATIONAL

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance and we are determined to work with others to make sure people can be free from slavery across the world. Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

- Child Slavery
- Responsible business
- Trafficking
- Climate Change and Slavery

You can read more about us and how we work in the 'About Us' document [on our recruiting webpage](#).

THE ROLE

MAIN TASKS

Role purpose

- To lead the fundraising and communications team through a period of transition, ensuring business continuity and delivery of KPIs.
- To play an active role in key fundraising projects, with a strong focus on institutional and grant giving pipeline to secure funds for 2025/26 and beyond.
- To work as a member of SMT to manage and lead the organisation day to day, including collaborating on 2025/26 budgets and managing scenarios for 2024/5.

Fundraising

- To implement existing fundraising plans for the organisation, to maximise income through identifying and securing funding for restricted and unrestricted funds.
- To manage scenarios for 2024/25 and work with SMT to develop scenarios for 2025/26, agreeing trigger points and reporting regularly to the Board and SMT.
- To play an active role supporting grants and philanthropic giving, including writing key bids, providing review and quality assurance engaging with key donors and mentoring and managing the team.
- To ensure Individual Giving strategies are maximised and opportunities are responded to.
- To ensure fundraising policies are followed and the teams operates ethically and within regulations.
- To play a leading role in identifying and developing key donor contacts.
- To manage fundraising consultants, ensuring there are clear ToRs. To recruit for any gaps in the team and support the induction of new staff.

Communications

- To oversee the communications function, ensuring alignment with organisational objectives, including corporate, fundraising and advocacy priorities.
- To have oversight on messaging and asks, ensuring they are audience-focussed at all times.
- To make sure quality standards are adhered to and provide sign-off on high-value or high-risk pieces of work.

Senior Management

- As a member of the Senior Management Team, to advise and assist with the overall direction and running of the organisation.
- To ensure the effective communication, liaison and co-ordination between the Fundraising Team, the CEO and the Advocacy and Programme Team; ensuring information is passed both ways as appropriate.
- To support managers in the development of their annual departmental budgets and KPIs in line with Anti-Slavery International's overall priorities and resources and have oversight of the overall Fundraising & Communications budget. To report monthly and quarterly to the CEO and the trustees on these.
- To maintain an active scan of the environment and ensure the work remains responsive to key trends.
- To advise the Senior Management Team and Board on key and emerging fundraising and communications risks and opportunities as appropriate.
- To advise the CEO and Board on the medium-and long-term future of the fundraising and communications strategy, including on the departmental structure and recruitment of the substantive post holder.
- Undertake other tasks as requested by or agreed with the CEO.
- To be self-servicing administratively.

PERSON SPECIFICATION

Essential

- Significant senior experience managing a fundraising team, with the ability to also support the communications functions.
- Experience of managing a successful mix of fundraising streams.
- Experience of grant and institutional funding along with an up-to-date knowledge of trends and relevant donors.
- Knowledge and understanding of the use of a range of media to engage with the public, to support fundraising, advocacy and brand objectives.
- Excellent planning and team leadership skills, with experience in managing different scenarios and agile decision-making.
- Highly collaborative, with an ability to flex, compromise and find win-win solutions.
- Senior Management Team experience, with an ability to contribute to the overall direction of the organisation and partner with the Board.
- A strong commitment to human rights and understanding of systemic change.

- Experience of change management and supporting teams through periods of uncertainty.

Benefits

- **Annual leave entitlement of 30 days** (on a pro rota basis) plus bank holidays.
- We pay **6% into our recognised contribution pension with TPT Retirement Solutions**, with a mandatory employee contribution of 2%.

Terms and Conditions

- The position is based in Anti-Slavery International's office in Vauxhall, London, with hybrid-working arrangements in line with our policy.
- There may be a requirement for some out-of-hours work, for which time off in lieu is given.
- The role is subject to a probationary period of 2 months.
- Unison is the recognised trade union.

How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please email a CV along with a supporting statement of no more than two pages, setting out why you want this role and explain how your skills and experience support your application.

Employers are required to ensure that any prospective employee has the right to work in the UK. Please confirm in your covering letter whether you have the right to work in the UK. Please also include your earliest possible start date in your application.

Please submit your application to jobs@antislavery.org using the reference **Interim Director of Fundraising & Communications** in the subject line **as soon as possible**.

Please also complete the equal opportunities monitoring form [at this link](#). The form is anonymous, and responses will be handled in strict confidence.

We appreciate the time and effort that applicants invest in applying for opportunities with Anti-Slavery International. Unfortunately, due to high numbers of applications we receive, we regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

If you are shortlisted for interview, you may request for reasonable adjustments. This is to ensure that the interview process is accessible and inclusive.

Candidates must have the right to work in the UK.

We are committed in promoting equality, diversity and inclusion across the charity and our workforce. We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT+ and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff's, interns' and volunteers' welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.



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