

**Job title:** Associate  
**Hours:** Full-time (40 hours a week)  
**Location:** London-based, ability to work at home  
**Package:** 25 days annual leave + bank holidays  
**Date:** March 2023

The Anti-Slavery Collective is an independent collective fighting against the global epidemic of modern slavery by raising awareness, convening changemakers, and highlighting the amazing work of the movement. We endeavor to become one of the largest global platforms for information and collaboration in the anti-slavery movement.

The Administration Assistant is integral to the charity's success, you will be responsible for the overall running, operations and day to day tasks. We are looking for a confident self starter who is comfortable working as part of a remote team of contributors.

### **Key responsibilities**

#### **Maintain the administrative, daily running of The Anti-Slavery Collective:**

- Schedule and take minutes of meetings;
- Update and manage the shared calendar and action tracker;
- Correspond and engage with partners;
- Manage requests and general enquiries;
- Arrange visits to schools and partner projects;

#### **Lead The Anti-Slavery Collective's communications:**

- Work closely with our social media consultant to; manage and oversee the production of content for the website and social media platforms;
- Research and write website copy, the monthly newsletter, fundraising materials, donor background brief, grant applications, and any other public-facing materials;
- Provide briefings for meetings, podcasts, events, interviews and speaking engagements;
- Alter and develop powerpoint decks for a variety of audiences;
- Monitor, summarize and record relevant news and reports;

#### **Work collaboratively to develop, The Anti-Slavery Collective's projects and initiatives:**

- Develop and plan events and projects;
- Work with our podcast production company to produce and launch season 2 of our podcast;
- Prepare questions and content for online interviews, and events;
- Collaborate with partner and relevant stakeholders within our network;

## Management

- Source and line manage any interns or apprentices.

## Required skills:

### Essential

- Two years experience working in a similar role
- Superb written and verbal communication skills
- Experience of balancing a number of competing priorities and managing time
- A proactive self-starter; who is highly organized and comfortable working independently
- A strong interest in activism, human rights and modern slavery
- Accuracy and excellent attention to detail
- Highly motivated, dependable, open and reliable
- Experience of event logistics and coordination

### Desired

- Excellent research skills
- BA with 2:1 or equivalent
- Experience in curating engaging cross-platform content
- Experience of fundraising
- Experience working for a charitable organisation

To find out more about The Anti-Slavery Collective, go to our website:

[www.theantislaverycollective.org](http://www.theantislaverycollective.org) or if you have any further enquiries please contact:

[contact@theantislaverycollective.org](mailto:contact@theantislaverycollective.org)