



RECRUITMENT PACK

Executive Director

Anti Slavery Initiative Oxford (ASIOX)

Closing date: 5pm, 21 October 2026 • asiox.org

A Welcome From Our Chair

“We are looking for someone to help us take the next step – to build on nearly a decade of quiet, determined work, and to lead ASIOX into a new chapter.”

Thank you for your interest in leading ASIOX. This is a genuinely exciting moment for our organisation. Sue, one of ASIOX's founders and our current Executive Director, is stepping back after nearly a decade building ASIOX from a small prayer group into an organisation that fills real gaps in support for survivors of modern slavery across the Thames Valley.

We're looking for someone with the experience, warmth and vision to take that foundation forward, deepening our work here in the Thames Valley and helping us grow sustainably into new areas.

This pack sets out who we are, what the role involves and how to apply.

I'd encourage you to read it in full, and I very much look forward to hearing from you.

David Calfo

Chair of Trustees, ASIOX

About ASIOX

Our Vision

A world free of people being exploited as commodities for personal or commercial gain.

Our Mission

To equip individuals in identifying exploitation, empowering them to make choices that break the cycle and fostering the restoration process of survivors, enabling hope for a better future.

We are a charity seeking to do our part in bringing an end to modern slavery, exploitation and human trafficking. We aim to identify gaps in support for survivors of modern slavery and exploitation locally and find creative ways to fill those gaps. We also seek to find opportunities for volunteers to take part in this work, and to provide training to individuals and organisations, equipping them to identify potential victims and know where to get help for them.

The Anti Slavery Initiative Oxford is a Registered Charity (no. 1197842), operating as a charitable incorporated organisation (CIO). Find more information about our work at www.asiox.org.



Our Roots and Ethos

ASIOX began as a small group who came together to pray about the reality of modern slavery in Oxford and that Christian foundation continues to shape who we are today. Our board meetings open in prayer and trustees, staff and volunteers are welcome to join a continuing monthly prayer group. This isn't a faith requirement for the role. The Executive Director does not need to share this faith, but we do ask for respect for these values and this ethos as part of ASIOX's identity.

Safeguarding

Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our staff, clients and volunteers and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Charity Commission requirements.

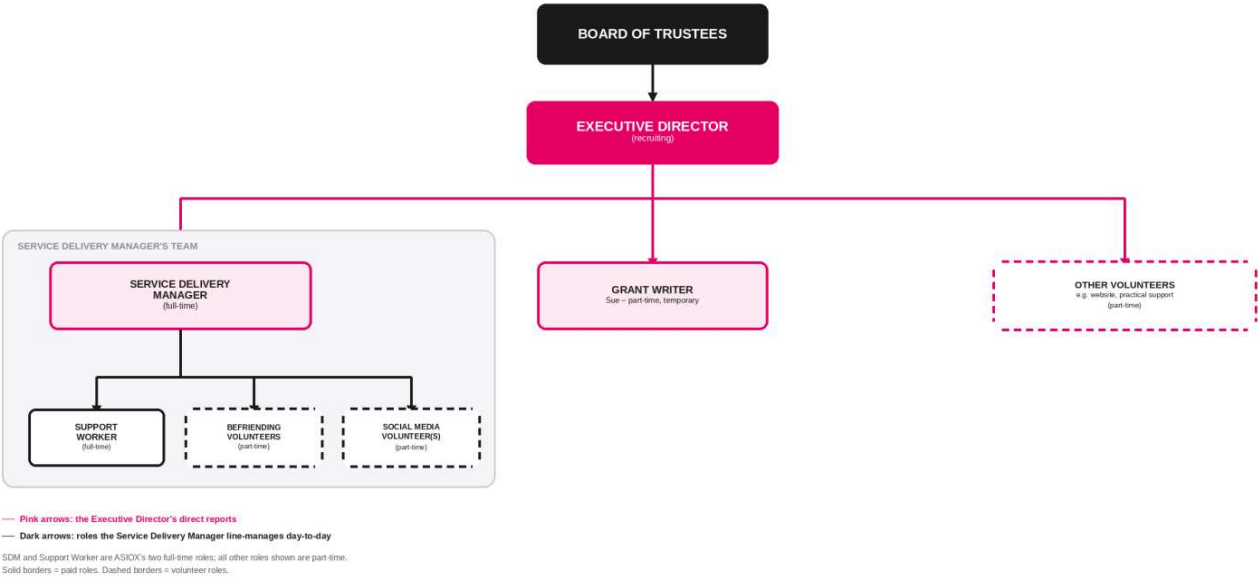
Sue's Continuing Involvement

Sue, one of ASIOX's founders and our current Executive Director, is stepping back from the role but remaining closely involved. For an initial period after handover, she will provide dedicated support and knowledge transfer to the new Executive Director. She will then move into a part-time Grant Writing role for an initial 6 months (with a review thereafter), focused on income generation, while the new Executive Director leads and grows the organisation more broadly. Our strategic plan also includes a wider Fundraising Co-ordinator post, to be introduced as resources allow – reflecting the priority we place on building sustainable income and freeing the Executive Director to focus on leadership.

Our Team

ASIOX runs on a small, close-knit team, each person making a real difference to the people we support. Day-to-day delivery sits with the Executive Director and our two full-time staff. Our

volunteers provide vital, consistent practical support and everyone works closely together despite our size. Here's how the team fits together:



The Role

The Executive Director leads the day-to-day running of the charity, reporting to and liaising with the Board of Trustees to ensure the implementation of decisions made by them, providing support to staff and volunteers, representing and promoting the work of the charity and ensuring delivery of the services we provide.

This is a genuine opportunity to help shape a still developing organisation, building on strong foundations, with real scope to influence ASIOX's direction as it grows.

Leadership

- To work with the ASIOX Board of Trustees to deliver the goals and to uphold the vision, mission and values
- To articulate a clear vision to the team and inspire others to follow
- To represent ASIOX to other charities and organisations, partners and stakeholders
- To act as an ambassador for ASIOX and the abolition movement
- To be flexible and quickly adapt strategies and plans in a changing environment
- To be confident in making critical decisions under pressure and with limited information
- To build strong relationships with potential partners, funders and organisations particularly in Oxfordshire, where there is scope to grow our profile and referral partnerships
- To persevere through challenges and setbacks and work with limited resources
- To oversee day-to-day operations, ensuring efficient resource allocation and monitoring key performance indicators (KPIs)

Strategy

- To liaise with the Modern Slavery Co-ordinator for Oxfordshire, to keep informed of changes and developments in the local and national MS situation
- To identify gaps and find creative solutions for survivor care and public engagement
- To carry out or arrange for research to be undertaken for planning purposes
- To conduct a review of all active programmes and implement changes and improvements
- To identify areas and opportunities for development, including ASIOX's gradual expansion into Buckinghamshire and Berkshire as set out in the strategic plan
- To develop and maintain positive relationships with other relevant charities, organisations and referral agencies

Fundraising & Income Generation

- To provide strategic leadership on fundraising and income diversification, working closely with Sue during her transition into the Grant Writing role and with a future Fundraising Co-ordinator as that role is introduced
- To bring a good working understanding of fundraising approaches and techniques, even where hands-on grant-writing is led by others
- To ensure ASIOX's fundraising strategy is implemented and reviewed

Staff and Volunteers

- To ensure staff and volunteers are aligned with the charity's vision, mission and values
- To line-manage staff, setting collective and individual goals and enabling the effective performance of the team, ensuring they have access to relevant training

- To identify the necessary structure, policies and procedures for a healthy organisation and keep them under review
- To create and regularly review the necessary policies and procedures and ensure compliance
- To provide oversight and support of volunteer management, with day-to-day coordination of befriending and social media volunteers sitting within the Service Delivery Manager's role

Public Engagement

- To carry out public speaking at relevant events
- To oversee public engagement through social media platforms
- To oversee the creation and ongoing maintenance of the website and its content
- To lead campaigns: awareness raising, fundraising, gifts for survivors
- To oversee the devising, planning and effective delivery of events on behalf of ASIOX
- To collaborate with other anti-trafficking organisations in engaging the public around yearly MS events

Finance

- To monitor and manage the bank account and resources
- To oversee the preparation and planning of budgets
- To provide reports to the Treasurer

General

- To prepare reports for the Trustee Board and the Charity Commission
- To manage projects and programmes, as required
- To keep accurate records

Person Specification

We don't require a specific qualification for this role. A relevant qualification in leadership, management or a related field would be welcomed but is not essential – we're primarily looking for demonstrable experience and ability.

Essential
• Experience leading or playing a senior role in a small charity or comparable organisation, ideally including a period of growth
• Well-developed interpersonal and relationship-building skills, with strong written and verbal communication and the ability to engage diplomatically and effectively with people at all levels
• Gravitas, credibility and competence – able to be recognised quickly as a trusted, knowledgeable leader in the sector locally
• Strategic and innovative thinking, including the ability to lead a fundraising and income-generation strategy, with a good understanding of fundraising approaches and techniques – hands-on grant-writing experience is not required
• Demonstrable expertise in conceiving, planning and delivering a range of projects and programmes
• High-level organisational and project-management skills, with a keen eye for detail
• Proven experience leading, managing and motivating staff and volunteers
• Ability to plan and monitor budgetary matters, including preparing and working to budgets and the administration of expenditure
• Ability to work independently, problem-solve and handle multiple projects, remaining resilient, calm and effective under pressure, with good judgement
• Willingness and availability to work flexibly, including outside normal office hours if required
• Experience of working in the anti-human trafficking/modern slavery sector, or a closely related field

Desirable
• Direct experience in fundraising, working with donors and funders and writing funding applications
• Experience or understanding of expanding services or partnerships into new geographic areas
• Experience in public speaking
• Clean driving licence
• Proficiency working with the Microsoft suite of applications, including Word, Excel and PowerPoint

What We Offer

Location: Oxford (hybrid) – postholder must live within a commutable distance of Oxford

Salary: £50,000 pro rata

Hours: Part-time, 3 days per week. Hours are spread flexibly across 4 days, to support cover and safeguarding needs. There is scope to increase hours in future, subject to funding

Contract: Permanent

Start date: January 2027 (indicative)

Reports to: Board of Trustees

Support: A structured handover from Sue and ongoing support from the Board of Trustees as you settle into the role

How to Apply

If you'd find it helpful to ask questions before applying, you're welcome to arrange an informal conversation with David Calfo, Chair of Trustees. Contact dcalfo@asiox.org to arrange a time.

Send your CV with a covering letter to David Calfo, Chair of the Board of Trustees, at dcalfo@asiox.org.

In your covering letter:

- State why you are applying for this role
- Detail your experience as it relates to this role
- Explain how you meet the essential criteria in the person specification
- Limit your letter to 2 x A4 pages
- Submit your application by 5pm on 21 October 2026

We value diversity and know how important it is for charities to fairly represent their beneficiaries; therefore, we encourage applicants from all backgrounds to apply.

Your application will be stored securely and used only for the purposes of this recruitment process. We won't share your details with anyone outside the recruitment panel and will delete your information once the process has concluded, unless you ask us to keep it on file.

Recruitment Timeline

Closing date	5pm, Wednesday 21 October 2026
Shortlisting	W/c 26 October 2026
Stage 1 interviews	11–12 November 2026, online
Stage 2 interviews	17 & 19 November 2026, in person, including a short presentation
Offer	By end of November 2026
Start date	January 2027 (indicative)

We look forward to hearing from you.