

THE
ANTI-SLAVERY
COLLECTIVE

JOB DESCRIPTION
Programme Funding Administrator
The Anti-Slavery Collective (TASC)

Job Title	Programme Funding Administrator
Grade	6
Contract Type:	6 month fixed term (with the possibility of extending)
Location:	Hybrid WeWork Kings Cross office (minimum 3 days a week) / remote working (up to 2 days a week)
Annual Salary:	£30,500 (London Living Wage)
Working Hours:	Full time 40 (we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours)

Role Purpose

The Programme Funding Assistant has **four core functions**:

- 1. Provide administrative support across a portfolio of income generation streams** - Assist in identifying and cultivating strategic partnerships and fundraising relationships, support the development of funding applications, managing donor requirements, reporting to donors, and analysing data.
- 2. Coordinate TASC's granting programme** - Managing all tasks associated with the annual granting cycle including communication to grantees, including identifying new grantees, supporting the contracting process and supporting the development of the Annual Impact Report.
- 3. Provide administrative and research support across TASC's programme portfolio** (Illicit Trade, Education and Responsible Business)
- 4. General administrative support** including TASC's CRM system

Position in the organisation

Reports to the CEO but works across all programme pillars to support effective fundraising and granting processes.

Key Relationships

- **Internal relationships**
TASC team, consultants, contractors
- **External relationships**
Donors, grantee organisations

Main Responsibilities, which include, but are not limited to:

1. Grant and Donor Administration (50%)

- Coordination of a portfolio of 5 and 6-figure donors or grantors, with oversight and support from the CEO, securing repeat donations and increasing support where possible
 - Administration of existing grants, ensuring that terms are adhered to and reporting processes are managed effectively
 - Administration of donor communications
 - Support the development of proposals in line with the objectives and guidelines of the prospective grantor outlining why funding is needed, how the project will positively impact beneficiaries, and how the funds will be allocated and managed throughout the project
 - Prospecting and researching all donor types (including major donors, corporates, and trusts and foundations) that have aligned priorities
 - Lead the donor engagement calendar, including drafting communications and touch points to key donors throughout the year
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2. Granting (20%)

- Supporting the drafting and processing of all contracts at the annual granting phase
 - Coordinating communications to grantee organisations
 - Administering the grantee reporting process
 - Managing the collation of partner reports and support the drafting the Annual Impact report for the programme
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3. Programmes (Illicit Trade, Education, and Responsible Business) (20%)

- Undertake research across programme workstreams
 - Support in the organisation and coordination of events both in the UK and internationally, this could include venue booking, guestlist coordination and liaising with vendors
 - Monitor news reports related to forced labour in business supply chains and other programme areas
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4. General administration and management of the CRM (10%)

- Coordinate meetings and managing the team and CEO calendar
 - Report internally on portfolio of relationships and prospects from the CRM, keeping the CRM and internal information management systems updated with records, contact, confidence levels and forecasted donations.
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This job description is not exhaustive. It merely acts as a guide, particularly as this is a new role, and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Person Specification

	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> ● Experience of building and maintaining strong relationships ● Experience of working within a team and individually to achieve success 	<ul style="list-style-type: none"> ● Experience in an administrative or team support role ● Understanding of design software (e.g. canva, adobe photoshop, figma) ● Previous experience using a customer relationship management system or database ● Experience of working in a charity ● Experience of organising meetings and events
Skills/Abilities	<ul style="list-style-type: none"> ● Excellent written and verbal communication skills for engaging with diverse stakeholders ● Ability to prioritise tasks, manage multiple projects, and meet deadlines ● Strong IT skills with familiarity with Google suite or Microsoft office 	<ul style="list-style-type: none"> ● Research ● Writing Grant applications ● Event Co-ordination
Personal Qualities	<ul style="list-style-type: none"> ● Excellent attention to detail ● A proactive 'roll up your sleeves' attitude, with the ability to work under pressure and adapt to changing needs ● Curiosity with a desire to learn new skills and develop professionally ● A demonstrated interest in social justice, human rights or human development programmes or campaigns 	
Other Comments	<ul style="list-style-type: none"> ● Legal right to work in the UK ● Occasional travel within the UK 	

About TASC

Founded in 2017, our vision is for people to recognise, understand, and firmly reject forced labour and exploitation and increasingly demand products and services that do not exploit people's bodies or labour. Our mission is to keep modern slavery on the agenda by bringing new and underexplored issues of forced labour and exploitation to the attention of the right people in the right places to drive action. We do this by:

- Connecting and convening diverse people, groups & ideas and build partnerships between decision-makers, corporates, and civil society organisations
- Telling nuanced, real-life stories that disrupt assumptions about forced labour and build empathy
- Creating campaigns that connect the realities of forced labour and exploitation with the industries involved and empower people to challenge the status quo and demand more from their governments, corporates and decision-makers
- Proposing alternative systems, legal frameworks, or programmes that shift attitudes and behaviours

Our Values

AGILITY

We move fast and with an entrepreneurial mindset.

If we see a problem we believe we can fix, we act. If something isn't working, we adapt.

When something succeeds, we learn from it and scale it. We stay flexible, responsive, and open to change in pursuit of more systemic, sustainable impact.

What this looks like:

- Acting quickly rather than waiting for perfect conditions
- Testing, learning, and adjusting as we go
- Scaling ideas that work and letting go of those that don't

COLLABORATION

We believe change happens through partnership.

We work openly and thoughtfully with others, recognising and valuing different expertise and perspectives. We seek out collaboration because we are stronger and more impactful together and achieve more than we could alone.

What this looks like in practice:

- Prioritising building diverse partnerships
- Valuing lived experience and specialist knowledge
- Sharing credit and learning from partners

BOLD & UNCONVENTIONAL THINKING

We challenge the status quo.

We welcome fresh ideas, creative approaches, and new ways of thinking about complex

problems. We are willing to take thoughtful risks, question accepted ways of working, and explore unconventional solutions.

What this looks like in practice:

- Asking “why” and “what if?”
 - Trying new approaches, even when they feel unfamiliar or disruptive
 - Encouraging creativity and innovation at every level
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Guiding Principles

1. We believe **partnership** is vital - we will never work alone
2. Forced labour is a complex **global business**, we will always try to think globally and act locally. We do this by recognising and understanding the wider global context and root causes of labour exploitation, but focusing on practical, tangible solutions where we can make a difference
3. We believe in the importance of being **accountable to survivors** of forced labour through their stories, testimony, and data

Application Process

Please submit your **CV** and a **one-page cover letter** in PDF format with "Programme Funding Administrator" in the subject line by Friday the 24th April 2026 to contact@theantislaverycollective.org

Equal Opportunities Statement

TASC is an equal opportunities employer, dedicated to fostering a diverse and inclusive workforce. We welcome applications from individuals of Black, Asian or Minority Ethnic backgrounds, LGBTQ+ communities, and those from diverse socio-economic backgrounds. If you require any additional support or accommodations during the application or interview process, please do not hesitate to contact us.

Commitment to Survivor Inclusion

At **TASC** we are committed to meaningful survivor inclusion and leadership. We strongly encourage applications from individuals with lived experience of trafficking, forced labour, or exploitation.