

Academics Stand Against Poverty (ASAP) UK – Job description

Job title: Interim coordinator

Location: Based at Global Development Institute, University of Manchester. Potential for remote working.

Duration: 35 hours per week for 13 weeks, immediate start. Potential for flexible hours.

Day rate: Equivalent to £33k annual salary

Overview of ASAP UK

ASAP UK is a volunteer based organisation working on UK-wide projects to address the underlying causes of poverty. We maintain a network of over 250 academics and development professionals who are committed to addressing poverty in all its forms, and harness their knowledge and experience to deliver a flagship project each year. In 2015 this was our [manifesto audit](#) in advance of the May general election. We are the UK chapter of [ASAP Global](#). This is an exciting time for ASAP UK as we are moving from relying solely on our team of committed volunteers to establishing a more formal structure in order to deliver our strategy (see below for an overview). In the interim we are being incubated by the [Global Development Institute](#) at the University of Manchester.

Overview of role

We are looking for an experienced coordinator who will lead the legal registration of our organisation, assist with all aspects of our fundraising event planned for 22nd April, and follow up on funding leads as well as the initiation and coordination of specific projects after the event. We are looking for an enthusiastic, resourceful and highly organised individual, who shares our vision, and is used to working under their own initiative to help take ASAP UK through the pivotal early stages of the organisation's formal growth and development. Support will be provided by our existing team of volunteers.

Responsibilities:

- Assist with coordinating the ASAP UK philanthropic fundraising event
- Follow up on fundraising leads and the initiation of specific projects after the fundraising event
- Formalise our fundraising outreach to date and build our database of potential donors
- Complete the administration required to establish ASAP UK as a legal entity:
- Continuing our assessment of how different legal models might apply to ASAP UK
- Taking a lead in ensuring compliance with the requirements of our selected model
- Completing relevant registration paperwork
- Building our communications presence with our existing network of academics, development professionals and development organisations.

Essential skills and experience:

- Relationship building and fundraising, ideally engaging with philanthropic funders and major donors
- Event management, preferably including fundraising events
- Project initiation and management
- Excellent written and oral communications skills
- Diligent eye for detail.

Desirable experience:

- Administration associated with setting up a new legal entity
- Outreach and network management, including academics and development professionals
- Prospect research for funding options
- Completion of grant applications
- Managing a small team of volunteers.

Application information

Please submit a CV and cover letter to asapukhr@gmail.com, setting out your suitability for this role, and stating your VAT status.