



## Chief Executive Officer

Transform Drug Policy Foundation is looking for a dynamic and strategically minded leader to drive our vital work forward.

We are a charity that provides national and international leadership in drug policy reform. Our goal is to ensure that drug laws promote public health, human rights and social justice. We work with partners from local authorities to national governments to advise, advocate and inform on how to address drug policy failures. This job is an opportunity to lead real change on a vital and fast-moving social issue, working with a dynamic and highly committed team.

You will be working with a wide range of policy and practice stakeholders, as well as the families and volunteers involved with our Anyone's Child campaign, to drive collective action for change. You will help build organisational capacity while increasing our profile and impact; manage staff to develop synergies within the charity's workstreams; and ensure financial stability, maintaining relationships with existing supporters while identifying further sources of income.

Transform is committed to diversity, inclusion and equality in all its work. We welcome and encourage people with Black, Asian and other minority ethnic backgrounds to apply for this post.

**Responsible to:** Chair of the Board of Trustees

**Hours** 37.5 hours per week.

**Location** 9-10 King Street, Bristol BS1 9EQ (mix of office and remote working)

**Salary:** £55-60,000 depending on experience

**Duration:** Permanent

### Job description

#### Strategic leadership

- Ensure our strategic vision is communicated effectively across the organisation and implemented across all our work
- Lead on the evaluation and development of our strategy going forward

#### Advocacy and impact

- Ensure a strong synergy between our evidence, advocacy and lived experience to create powerful campaigns

- Work with our Digital Communications Manager to develop our communications strategy, maximising opportunities across all media platforms
- Act as a public champion for Transform, engaging with media and senior stakeholders national and internationally
- Ensure Transform maintains its credibility, reach and impact as a global leader on drug policy reform
- Seek out and develop new partnerships, creating new lines of support and political influence

### **Operational leadership**

- Ensure our staff and volunteers remain highly motivated and effective
- Line manage staff – setting workplans, providing supervision and supporting development
- Work with our Operations Manager to ensure our policies and procedures are updated and compliant

### **Governance**

- Ensure good governance across the organisation including timely reporting to the board
- Ensure our documentation is up to date and that we maintain accurate records with the Charity Commission and other key organisations
- Ensure the board has full oversight of risks and compliance requirements

### **Fundraising and financial management**

- Overall accountability for income generation, ensuring the organisation retains strong relationship with existing and potential funders
- Implement our Fundraising Strategy, working with the staff and Trustees to diversify and maximise opportunities
- Work with the Treasurer to ensure effective financial planning and accurate reporting
- Lead on setting annual budgets and developing financial plans

## **Skills, experience and approach to work**

### **Essential skills, knowledge and experience**

- Ability to provide strategic leadership, effectively driving shared visions and goals
- Strong understanding of campaigns leadership, navigating the use of evidence and narrative to maximise impact
- Strong understanding of policy landscapes and the dynamics of policy change
- Ability to engage confidently with research and apply it in a campaigning context
- Experience providing operational leadership within a team of similar size and complexity
- A successful track record of income generation from a range of sources
- Excellent interpersonal and communication skills, with an ability to persuade and motivate both staff and external partners
- Strong understanding of equality, diversity and inclusion and an ability to apply that understanding in the drug policy environment

- Experience working with external stakeholders to create support or collaborate on projects
- Experience working with trustees or other governance structures
- Willingness and desire to engage in thought leadership, both within the organisation and externally
- A strong understanding of financial management, especially setting budgets and reporting
- Experience in promoting strong organisational cultures and a commitment to staff wellbeing
- Understanding of key compliance and safety issues including safeguarding, data protection, and health and safety

### **Desirable**

- Experience working in the policy sector: communicating evidence to decision-makers and / or advocating for a specific policy issue
- Experience effectively using social media to engage with key partners or the wider public
- Experience producing public reports or other public-facing written materials
- Project management skills, including use of packages such as Trello, Asana or similar

### **Application**

To apply for this post, please send us:

- Your CV
- A covering letter describing your relevant experience and what you hope to contribute to Transform

Please merge your CV and statement into a single PDF document with the title 'Transform CEO [your surname] application'

**Application materials should be sent to [jobs@transformdrugs.org](mailto:jobs@transformdrugs.org) and marked 'CEO application' in the subject line.**

If you would like to discuss the opportunity in more detail, please contact James Nicholls [james@transformdrugs.org](mailto:james@transformdrugs.org)

**Deadline 11<sup>th</sup> October 2021**