



CHIEF EXECUTIVE OFFICER INFORMATION PACK

Thank you for your interest in becoming Chief Executive Officer of Transform Drug Policy Foundation.

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.

Based in Bristol, Transform is recognised as a global leader in drug policy advocacy. Our team combines a range of specialisms and skills. As incoming CEO, you will have the support of a Deputy CEO and an Operations Manager in running the operational aspects of the organisation. You will also have the support of a very active board who bring a range of skills and experiences to the charity. The outgoing CEO would also be happy to provide support and advice should you wish.

Leading Transform has been one of the best experiences of my life. The work we do is absolutely vital and a great example of thought leadership in action. It has been a privilege to work alongside a team who bring such dynamism, knowledge and commitment to their roles.

James Nicholls, outgoing Chief Executive Officer

Your opportunity to drive change

Transform is a high-impact organisation. Our policy work has influenced governments across the world, and our ongoing Misuse of Drugs Act at 50 campaign has garnered widespread political support. Our Anyone's Child campaign leads the way in bringing human stories to the forefront of national drug policy debates. Through our connections with local practitioners across the UK we have helped shape key developments around police diversion, innovative treatment approaches and drug safety checking. We also have strong partnerships with universities across the country.

We are fortunate in having the support of some wonderful trusts and foundations, including the Esmée Fairbairn Foundation, Tudor Trust, Open Society Foundations and the John Ellerman Foundation. The Trust for London has recently funded us to deliver a ground-breaking allyship with the Blaksox network exploring drug policy and racial equality. We are confident that we can make a strong case to a wider network of grants providers and donors and doing so will be a key element of your role.

Our work is supported by a range of volunteers. Our board represents a range of skills and experience and will support your role throughout. You can find out more about our trustees by visiting our website: <https://transformdrugs.org/about-us>. Our Anyone's Child families are some of the bravest and most engaged advocates in the country, and you will undoubtedly be inspired by the work that they do to forward our goals. We also work with a wider network of activists and volunteers who bring energy and new thinking to our work.

With the support of a dynamic staff team, a supportive board and a network of committed advocates this role is your opportunity to drive our crucial work forward at a time when drug policy is changing across the world.

Jane Hickman

Chair of the Transform Drug Policy Foundation Board of Trustees

About Transform

Our Vision

We want to create a world where drug policy promotes health, protects the vulnerable, and puts safety first.

Our mission

Our mission is to educate the public and policymakers on effective drug policy; to develop and promote viable alternatives to prohibition; to provide a voice for those directly affected by drug policy failures; and to support policymakers and practitioners in achieving positive change.

Our values

We believe that drug policy should be aimed squarely at creating a fairer, safer society. It should also be based on an objective assessment of the evidence and geared towards the reduction of harm. We also believe that drug policy harms affect people across society, and we have a responsibility to listen to the voices of those with direct experience.

- We are a **thinking** organisation: we apply expertise and have a strong reputation for innovative ideas
- We are a **truth-telling** organisation: we are independent and always speak truth to power
- We are a **connecting** organisation: we bring people with experience and expertise together
- We are a **caring organisation**: our goal is to improve lives and ensure policy protects the vulnerable

We are also an organisation that has **impact**. We have had a significant impact nationally and globally, but are ambitious to achieve more tangible, sustainable change in the future.

What we do

Transform works locally, nationally and internationally. Our activities range from developing local activist networks to advising international governments and producing high-profile books and reports.

In addition to our long-term goals, we work actively to support pragmatic changes to drug policy that can save lives today. These include police diversion schemes, overdose prevention centres and drug safety checking.

Drug policy harms affect people across society. Through our **Anyone's Child** campaign, we provide opportunities for people with personal experiences of drug policy failures to be heard.

In this role, 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.

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] CV'

Application materials should be sent to jobs@transformdrugs.org and marked 'ED application' in the subject line.

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

Deadline: 11th October 2021