

Collective Voice

Director Candidate Pack



**CHANGING
LIVES**



Welcome from the Chair

Thank you for your interest in the role of Director of Collective Voice.

The decision to establish Collective Voice was taken in May 2015. At that time all the Chief Executives of the 10 largest, third sector substance misuse organisations came together to agree how they would provide leadership in the vacuum that was created by the demise of the NTA and the collapse of DrugScope. It was at this meeting that we agreed to create a short life project to assess what could be done to ensure the sector continued to represent its value both nationally and locally.

We have achieved a huge amount in the last 3 years under the expert leadership of Paul Hayes. And whilst the core membership hasn't changed over that time we have developed our membership to reflect a broader diversity of the third sector substance misuse market and the needs of our services users.

It has been a huge privilege to Chair Collective Voice over this initial phase of its development and I am very proud that we are now in a position to be able to establish the 'project' as an organisation.

The recruitment of our first substantive Director of that organisation is a milestone. We are looking for an individual who can grasp the opportunity presented to them and really develop an exciting and valuable role that will provide leadership for the sector.

I am very grateful to all the member organisations of Collective Voice, founding members and new members who have committed to fund Collective Voice into the future. We are an organisation that serves the sector and is funded by the sector and that gives us a unique independence that we should be very protective of. It gives the Director of the organisation an equally unique position of being able to represent the needs and views of the sector unfettered.

If you have the passion, skills and experience to deliver this role I very much look forward to receiving an application from you.

Karen Biggs

Chair of Collective Voice and CE of Phoenix Futures.

To Submit an application

Please send a CV and a supporting statement setting out clearly why you want to lead Collective Voice and how you meet the key areas of the Person Specification, along with the attached equal opportunities monitoring form to Laura.Manners@Phoenix-Futures.org.uk

Closing Date

4th May 2018

Shortlisting

Week commencing 7th May 2018

Interviews

Week commencing the 14th or 21st May 2018

Background of Collective Voice

Our Purpose

Collective Voice was created in May 2015 to ensure that **the voices of the drug and alcohol treatment sector and those who use our services are represented effectively.**

Our Initial Aims

The initial phase of the Collective Voice project focused on

- ✓ Effectively engaging with the Government to establish how the drug and alcohol treatment sector can help the Government
- ✓ Creating alliances across other relevant sectors such as mental health, criminal justice, and housing, to identify issues of shared concern
- ✓ Identifying the most effective structures and mechanisms to enable the entire drug and alcohol treatment sector to represent the interests of its service users to relevant stakeholders
- ✓ Developing a business plan and putting in place funding arrangements to take forward this work.

Progress

Over the last 3 years we have made great progress against those initial aims

- ❖ **We have a good dialogue with key government departments.** We have supported the Government to develop and launch a new Drug Strategy. We regularly give evidence on relevant Government Consultations and areas of policy development relevant to the needs of our service users.
- ❖ **We have delivered a number of sector leadership events** across the country giving providers the opportunity to represent their views to national and local government and to network and build alliances with other providers
- ❖ **We have developed relationships with bodies and organisations in other related sectors**, for example the MEAM Coalition and the NHS Providers Alliance.
- ❖ **We have delivered specific sector capacity building projects** including [our report on drug-related deaths](#).
- ❖ **We have grown our membership and reach** to a wider group of third sector providers, all with a portfolio of substance misuse services.
- ❖ **We have raised awareness about the level of cuts across the sector** and joined the growing narrative about the impact austerity measures are having on our communities.

Collective Voice is now a diverse group of organisations with a combined turnover of £380million per annum. Our strength is derived from the fact that we represent the diversity of the substance misuse sector both in size of organisation and the nature of the services we deliver.

We are now in a position to establish Collective Voice as a substantive organisation and recruit a Director.

Future Plans and Aspirations

The Board have agreed the following strategic priorities

❖ **Continue to highlight the value of substance misuse treatment and the risk of further disinvestment in services**

We will do this through

- Positive dialogue across Government about the level of cuts and their impact
- Articulating through media opportunities the value of substance misuse services
- Ensuring the narrative for the sector responds to the changing environment

❖ **Take on a role of sector leadership that generates a sense of sector identity and supports a national and local dialogue amongst relevant stakeholders**

We will do this through

- Effective responses to Government consultation processes on related issues
- Developing effective communication and engagement approaches within and outside the sector
- Building meaningful partnerships and alliances with other organisations

❖ **Embed the new organisation and governance structure**

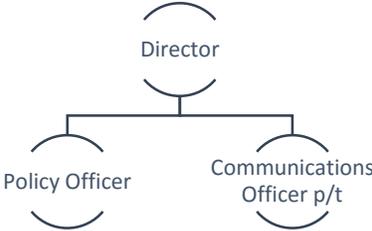
We will do this through

- Establishing local and national networks to support the sector
- Identifying funding streams to support the continued development of Collective Voice

Organisational Structure

The Staff Team

The Director is responsible for a small staff team consisting of a Policy Officer and a Communications Officer.



The Board

The Director reports to the Chair of the Board. The Board are responsible for the strategic direction of the organisation. Board members are made up of representatives from the member organisations.

Interim Arrangements

Paul Hayes, the current Chief Executive, has been retained until December 2018 to support the Board with the transition to the new structure.

Location

Collective Voice shares an office location with another substance misuse organisation in London.

Salary

£50k per annum for a full time role. A reduced role will be considered for a high quality candidate.

Job Description

Job title:	Director
Reports to:	Chairperson of Board of Trustees
Key relationships:	Chairperson, Trustees, Collective Voice Staff & members, Ministers, senior civil servants, partner organisations, external stakeholders,
Job Purpose	to lead Collective Voice as the representative organisation for the substance misuse sector.

As the Director of Collective Voice you will

1. Provide strategic and operational leadership for Collective Voice, implementing the strategic plan and working alongside external partners.
2. In consultation with the Board, agree a shared agenda to engage with government, shape local drug and alcohol markets, and influence public opinion.
3. Ensure the spotlight remains on effectiveness and importance of substance misuse services to protect services, resources and outcomes delivered across the UK.
4. Ensure Collective Voice and its mission and campaigns are consistently presented in a strong, positive image for the benefit of the substance misuse sector.
5. Work with Government Departments and others to influence policy makers positively, in order to achieve results that are timely and in the best interests of those with drug and alcohol problems and key stakeholders.
6. Ensure the sustainability of the organisation, working with the Trustees to develop a sound financial model.
7. Provide timely, accurate information and recommendations to Trustees, enabling them to fulfil their legal obligations and accountabilities for the organisation.

Key Responsibilities

Strategy and Planning

- Work with the Board to develop a strategic plan for Collective Voice that responds to the needs of the sector and the membership, and reflects the challenging and dynamic nature of the sector.
- Identify risks and opportunities within the substance misuse sector and more widely that may impact the progression of the strategic plan, highlighting issues to the Board.

Developing Partnerships

- Build effective partnerships with a wide variety of stakeholders.
- Represent the sector in a wide variety of settings within national and local government and other stakeholder forums.
- Develop and broker regional and local consortiums to ensure the importance of substance misuse services are understood.
- Engage and negotiate with a range of key stakeholders to achieve successful outcomes for the sector.

Communications and PR

- Promote public awareness about substance misuse and the role of the third sector treatment providers through social media, delivering talks and presentations, and broadcasts as necessary.
- Keep up to date and informed about local, regional and national agendas, ensuring that Collective Voice is able to respond to issues effectively as they emerge.
- Ensure effective communication of information from Collective Voice to all key internal and external partners.
- Ensure that effective systems are available to respond to all external enquiries.
- Develop the membership base ensuring Collective Voice stays relevant and representative of the third sector.

General

- Maintain and observe an appropriate level of confidentiality at all times.
- Prepare for and attend supervision and appraisal meetings with line manager.
- Work within agreed policies and procedures.

- Effectively self-manage and work with the minimum of administrative support.
- Work in accordance with the Data Protection Act and the Copyright Act.
- Other duties that may from time to time be necessary, compatible with the nature and grade of this post.

Person Specification: Director

Knowledge and Experience

- Experience in a public sector, academic, charity or not-for-profit setting, ideally in a policy or external communications role
- Demonstrable success and experience of representing an organisation and influencing key stakeholders
- Experience of working closely with a membership group
- Proven track record of successfully championing a cause
- In depth knowledge of at least one area of social policy

Skills and Abilities

- Excellent management and relationship building skills
- Ability to manage a complex network of stakeholders through a process of change
- Ability to positively influence and strengthen stakeholder relationships through effective interpersonal and communication skills
- Excellent communication skills at all levels including externally within the media and at publicity events and meetings
- Excellent organisational skills and ability to prioritise multiple tasks
- Excellent IT skills with ability to prepare reports in Word, spreadsheets in Excel, and Power Point presentations
- Excellent social media skills

Personal Styles and Behaviours

- Ability to develop, manage, inspire and motivate people and organisations to achieve challenging goals through personal leadership
- An understanding of the complexities of charitable fundraising
- Politically astute and strategic in outlook and approach
- A strong team player
- High standards of personal and professional integrity