

Collective Voice

Job Title	Campaigns officer
Base	London, WC1H
Hours	Full time (37.5 hours p/w) or 4 days (30 hours p/w)
Salary	£28-30,000 depending on experience
Contract	2 years
Reports to	Director (Oliver Standing)
Flexibility	Role offered 4 or 5 days per week. Some potential to work from home. Some flexibility on start date.

About Collective Voice

Collective Voice is the national alliance of drug and alcohol treatment charities. We believe that anyone in England with a substance use problem should be able to access effective, evidence-based and person-centred support. We know that treatment and wider support has a transformative power for people with drug or alcohol issues, their families and communities – and that the voluntary sector is the cornerstone of that support.

Drawing on the strengths of our members, we:

1. **Tirelessly advocate** for the needs of people who use drugs and alcohol by influencing partners in central and local government, the media, and allied organisations.
2. Coordinate and lead **campaigns, alliances, projects and events** within our sector and with wider partners.
3. Promote the value brought by **the voluntary sector** to treatment and wider support.

Nature of the role

Collective Voice was established in 2015. It is a young organisation with currently just two roles – the Director and the Campaigns officer – and is developing and consolidating some its key functions. The role-holder would have the chance to work closely with the Director across the entire organisation at an exciting time in our development. This represents, therefore, a significant opportunity for professional development.

We are hosted by Adfam, the national charity for families affected by drug or alcohol use and are based in a busy, friendly office in London between King's Cross and Bloomsbury.

Key responsibilities

1. Advocating for change
 - Developing relationships with relevant stakeholders in national government, policy and advocacy charities and beyond
 - Researching and drafting policy papers and submissions to government
 - Leading on social media by developing and implementing a new strategy
2. Contributing to campaigns, alliances, projects and events within our sector and with wider partners
 - Organising and supporting one-off and regular quarterly meetings with CV partners
 - Coordinating member organisations to canvas opinion, gather good practice and organise policy positions
 - Conducting regular calls and informal meetings to gather intelligence and evidence from the field on important new trends and challenges
3. Developing Collective Voice
 - Supporting the Director's activity by preparing and proof-reading papers and presentations and deputising at meetings
 - Organising board meetings
 - Providing general administrative support
 - Being a proud ambassador for the organisation and the wider sector at all times
4. Developing self
 - Proactively seeking and pursuing formal and informal learning opportunities
 - Actively participating in line-management and appraisal processes with Director

Person Specification

Attitudes

It is essential you are:

- **values driven:** interested in making the world a better place
- **curious:** have an open and enquiring mind
- **committed to learning:** thrive through self-led learning and system exploration
- **resourceful:** calm and effective when working with limited resource in a small organisation in a complex field.

Experience

It is essential you have experience of the majority of these activities:

- working in a policy, public affairs or campaigns team
- working in a fast-paced environment with multiple competing demands
- writing detailed documents on complex issues
- using social media tools, particularly Twitter
- contributing to the organising of events.

It is desirable you have experience of any of these activities:

- research methods
- external communications
- parliamentary work
- media
- membership services.

Abilities

It is essential you can:

- quickly build and manage relationships with a wide range of stakeholders
- analyse complex policy and political situations
- organise and prioritise a diverse workload
- communicate clearly and compellingly when writing and speaking
- work alongside experts by experience to ensure the voice of lived experience informs our work
- use the standard set of IT tools.

For additional context please see [our Director Oliver Standing's blog post](#). If you would like to discuss any element of the role please contact him at oliver@collectivevoice.org.uk.

Application process	Please submit an up-to-date CV (max. four sides) along with a cover letter (max. two sides) outlining why you'd like the job and how you meet the Person Specification to admin@collectivevoice.org.uk . Please note if you are applying for the role four or five days per week.
Application deadline	27 October 2019
Interview date/s	6 November 2019
Start date	6 January 2020 (with potential for some flexibility)

If you have not heard from us by 1 November, please assume you have not been shortlisted. Apologies but we are unable to offer feedback to applicants not shortlisted for interview.

Collective Voice is committed to equality of access and welcomes applications from all sections of the community. If you require application information in an alternative format please contact admin@collectivevoice.org.uk.

We look forward to hearing from you!