

## Policy and engagement officer

**Collective Voice is seeking a policy and engagement officer** to work alongside our chief executive officer to improve England's drug and alcohol treatment and recovery system. As part of a small team the policy and engagement officer will contribute to all areas of our work to advocate for a system that reduces harm and nurtures recovery, champion the vital role of charities in delivering this; bring drug and alcohol treatment and recovery charities and partners together to build the field and foster innovation; and strengthen our collective voice.

You will be motivated and values driven with a strong interest in making the world a better place, as well as analytical with good understanding of policy development and how to influence national and local decision-making. This is a varied role with the opportunity for professional development across a range of charity functions.

### **Purpose of the role**

The policy and engagement officer will play an integral role in engaging with charities and other organisations across the substance misuse field to support Collective Voice to influence decision makers to improve England's drug and alcohol treatment and recovery system and to champion the role of charities in delivering it. In a typical week you might draft a response to a government consultation on national policy, support a meeting to convene and collate the views of the field on a key issue, write our weekly ebulletin to engage and inform stakeholders, brief the chief executive officer on a policy issue before they meet officials in Whitehall, take minutes at a board meeting, or write a blog analysing and explaining policy developments.

Forming, with the chief executive officer, a team of just two, the post holder will work closely with the chief executive across all functions of the organisation. This represents, therefore, a significant opportunity for professional development.



## About Collective Voice

Collective Voice is the alliance of voluntary sector drug and alcohol treatment and recovery services. We advocate for a system that reduces harm and nurtures recovery and the vital role of charities in delivering this.

Treatment and recovery hold transformative power for people with drug and alcohol problems – and their families and communities. Anyone in England with a substance use problem should be able to access evidence based and person centred support to keep them safe and enable them to make the change they want to see in their lives. The voluntary sector is the cornerstone of this support.

We work in partnership with a range of organisations to:

- **Advocate for treatment and recovery** by influencing policy at a national level and championing the voluntary sector's role in treatment and recovery
- **Build the field** by informing, connecting and innovating
- **Strengthen our collective voice** by renewing our governance, growing and diversifying our membership, and leading through collaboration

This is an exciting time to join Collective Voice. We are a young charity; originally created as an alliance of treatment and recovery charities in 2015 and constituted as an independent charity in 2019. We have built a strong reputation across the field and with decision makers and we are ambitious to build upon our foundations to seize the opportunity presented to the substance misuse treatment and recovery field by the government's Drug Strategy and to deliver the final year of our 2022-25 organisational strategy and work to develop plans for our next strategic period.

We share a friendly office space in Bethnal Green, London with some other small charities. We currently work across the office and home working in a flexible, hybrid model with a minimum of 1-2 days a week in the office together, to facilitate collaboration, and other days at home, as fits our individual needs.

**W** [collectivevoice.org.uk](https://collectivevoice.org.uk)

The National Alliance of Drug and Alcohol Treatment and Recovery Charities



## To apply

To apply please submit a CV (max. four sides) and covering letter outlining why you would like the job and how your, experience, skills and knowledge meet the person specification for the role (max. two sides) to [admin@collectivevoice.org.uk](mailto:admin@collectivevoice.org.uk) using the subject line *policy and engagement officer application*.

Deadline	5 February, 9 am.
Interview date	week commencing 12 February

If you have not heard from us by 12 February, please assume you have not been shortlisted. Apologies but we are unable to offer feedback to applicants not shortlisted for interview.

We believe that diversity of thought, background and experience creates better outcomes. Those from under represented communities, including but definitely not limited to people with lived experience of substance use problems and from racially minoritised backgrounds, are encouraged to apply.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact our chief executive officer [jess@collectivevoice.org.uk](mailto:jess@collectivevoice.org.uk) who will be happy to discuss.

We look forward to hearing from you!



## **Policy and engagement officer**

### **Job description**

<b>Job title</b>	Policy and engagement officer
<b>Salary</b>	£30,000 - £32,000
<b>Reports to</b>	Chief Executive Officer
<b>Hours</b>	Full time (35 hours a week), we will also consider applications to work 4 days a week on a pro rata salary
<b>Location</b>	London E2 with flexible hybrid working across office and home.

#### **Key responsibilities**

##### **1. Advocating for treatment and recovery (40%)**

- Support Collective Voice to develop authentic, empowering and influential public positions on policy and campaigning issues
- Research and draft high quality influencing materials, including formal policy submissions, briefings, blogs and articles
- Develop expert knowledge in specific areas relevant to CV's strategy and make recommendations for proactive and reactive responses
- Represent Collective Voice at external meetings and forums, including some public speaking
- Develop relationships with relevant stakeholders in national and local government, policy and advocacy charities and beyond

##### **2. Building the field (35%)**

- Work with the Chief Executive to build our work to convene the field, currently through Collective Voice's groups and events (online and in person) including providing administration and chairing where appropriate.



- Engage and convene organisations across the field and wider partners to gather intelligence, good practice and canvas opinion to inform policy positions
- Manage a range of projects, setting and meeting own deadlines and managing simple budgets where needed
- Coordinate Collective Voice's social media, weekly e bulletin and blogs to engage and inform the field and support delivery of our strategy

### **3. Strengthening our Collective Voice (20%)**

- Contribute to strategic and organisational development of Collective Voice, working alongside the Chief executive officer
- Support governance by organising board meetings, writing minutes and papers and communicating with trustees
- Be a proud ambassador for the organisation and the wider sector at all times
- Manage contractors and/or junior staff where appropriate
- Work flexibly and pragmatically within the constraints of a small organisation with a high profile
- Provide general administrative support appropriate to a charity of this size

### **4. Developing self and values (5%)**

- Proactively pursue formal and informal learning opportunities and create own development plan
- Actively participate in line-management and appraisal processes



## **Policy and engagement officer Person specification**

### **Attitudes**

It is essential you are:

- values driven: committed to social justice
- 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:

- working in a policy, public affairs or campaigns team
- working in collaboration with others to achieve change
- working in a fast-paced environment with multiple competing demands
- writing detailed documents on complex issues for a range of audiences
- using communications tools including, but not limited to, social media to achieve organisational aims

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

- working in a membership organisation
- organising events
- research methods
- parliamentary work



## **Skills and 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
- recognise the value of the voice of lived experience in informing policy and practice
- use the standard set of IT tools
- work both independently and collaboratively as part of a small team

## **Knowledge**

It is desirable that you have a good and critical knowledge of:

- Drug and alcohol policy and/or;
- The treatment and recovery sector and the role of charities within it.