



*Battle Against Tranquillisers*

# Chief Executive Recruitment Pack April 2019

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12<sup>th</sup> April 2019

Dear Applicant

### **Introduction from the Chair/Trustees**

Thank you for your interest in the role of Chief Executive for Battle Against Tranquilizers (BAT).

This is a great opportunity for an experienced leader with effective change management to be the Charities first Chief Executive to work with the Board of Trustees, staff, and stakeholders to provide leadership for the organisation and drive forward the next stage of our development.

Founded 23 years ago BAT is a small local charity with a national reach that has been instrumental in influencing policy and support framework around prescription and over the counter medications that can become addictive.

The CEO initial objective will be to undertake a review our operations, work with staff and produce a report for the Trustees which recommends potential changes, to support the success and sustainability of the Charity for the future.

This job pack explains the context for this appointment, sets out our vision and ambition for what we expect from the new Chief Executive.

The closing date is 12 noon on Tuesday 7<sup>th</sup> May 2019, and we plan to shortlist that afternoon and will be in contact with successful applicants shortly afterwards, we will be interviewing selected candidates on Monday 13<sup>th</sup> May 2019.

Yours sincerely

Rob Farrow  
Chair of Board of Trustees

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Chief Executive Recruitment Pack

Battle Against Tranquilisers Registered Charity 1058508 and Registered Company 03169578

## **ADVERT**

The BAT Board of Trustees are seeking the first Chief Executive for the organisation to support the transformational change required to ensure this small local charity, with national reach has a sustainable future.

Initially undertaking a review of our operations, the new CEO will work to produce a future vision with recommendations to support the success of our Charity in the 21<sup>st</sup> Century.

Our ideal candidate will:

- be a persuasive leader with excellent interpersonal skills
- be operationally effective and a respected manager, setting the highest standards and empowering the staff team to deliver work of the highest quality
- ensure that we have a governance structure that meets our legal requirements as a registered charity and company limited by guarantee
- develop and implement a fundraising strategy that enables us to play to our strengths as a recognised national lead in supporting professionals and service users in drug prescription and support and enables us to navigate a sustainable future

The closing date is 12 noon Tuesday 7<sup>th</sup> May 2019 and we plan to shortlist that afternoon and successful applicants will be notified shortly afterwards. We will be interviewing selected candidates on Monday 13<sup>th</sup> May 2019.

**To apply please fill in the application form provided and return to:**  
[rob@bataid.org](mailto:rob@bataid.org)

**For an informal discussion about the role contact Rob Farrow on 07925734667 or email: [rob@bataid.org](mailto:rob@bataid.org)**

## **Context**

Battle Against Tranquilisers (BAT) established in 1996 is a company limited by guarantee and registered Charity, employing 3.5 (FTE) staff.

We are seeking a seeking a CEO who will:

- Consult with staff and identify the best future structure options with the Trustees
- Implement the preferred option and guiding the Trustees through the process
- Review the organisations leadership and identify how it can be improved
- Support BAT to ensure its collection and data recording and information that enables the charity to obtain funding and be sustainable, deliver outcomes that are relatable to funders
- Write a communication plan that will enable BAT to communicate it service delivery and successes and get our messaging write to all stakeholders
- Support BAT develop a supervision and support framework that helps everyone develop within the charity
- Suggest and recommend any further changes that may support the success of BATS future
- Support BAT to meet all of its statutory obligations to all the relevant bodies

## **Mission statement**

To lessen the harm caused by benzodiazepine and z drug tranquilisers and sleeping pills.

## **Our Aims:**

- To help those who are addicted to benzodiazepines, tranquillisers and sleeping pills, and drugs with similar effects, and who wish to withdraw from them, to do so as comfortably as possible, and to help them to make the changes necessary in life after withdrawal.
- To educate and inform all those who may come across the problem of BZ etc. addiction, either personally or professionally, towards an understanding of the difficulties caused by the drugs' action and the compounding of these difficulties in withdrawal.
- To influence services in their prescribing, managing and supporting of clients who take/want to withdraw from benzodiazepines and similar drugs.

BAT runs a number of support groups in Bristol and Bath where clients can come along and ask questions, gain support from peers and develop their understanding of the substances impact on them both short and long term

BAT runs a national helpline for clients and professionals, this is a confidential service that can be accessed at set time throughout the week. Bat also supports current and ongoing proposals, feeding in to public health policy and making recommendations for change

### **Location**

Coniston Community Centre Patchway local travel will be required.

## **Chief Executive Battle Against Tranquillisers (BAT)**

### **Job Description**

**Responsible to:** Trustee Board

**Responsible for:** Staff Team

**Hours:** 28 hours per week (FTE Hours 37)

**Contract:** Permanent subject to fundraising

**Salary:** £40,000 - £50,000 full time equivalent (pro rata) plus 4% contribution to pension scheme

**Annual leave:** 25 days paid annual leave pro rata (exclusive of bank holidays).

### **Job Purpose**

Working with and responsible to the Trustees the initial purpose of the role is to provide leadership and accountability, as well as identify and implement the changes required to ensure the charity has a productive and sustainable future.

- Initially undertake a review of BAT's current operations, assessing future opportunities and providing an options appraisal to the Board of Trustees
- Ensure that the charity has an appropriate organisational structure and that all staff and volunteers are supported and supervised with agreed targets and goals
- Ensuring secure and sustainable growth of the organisation and ability to meet charitable objectives
- Ensure that BAT has the monitoring and evaluation processes capture its impact and feedback from all stakeholders
- Advising the Board regarding governance arrangements ensuring the organisation is legally compliant (Charity and Company law)
- Ensure the Board has clear plans in place to support succession planning for Trustees including a skills audit, recruitment and induction processes

## **Developing the Organisation**

- Work with the Trustees and staff team to develop the strategic objectives and the charities initial 3-year business plan and funding strategy that will ensure the charity has a sustainable future
- Working with Trustees and staff undertake a review of the charities operations and develop systems and processes that optimise the use of the charities resources to achieve its objectives
- Develop work plans with the staff that are based on organisational objectives setting clear and measurable targets and goals
- Oversee the development and ensure the maintenance of the organisations policy and procedure framework that is fit for purpose and that staff, volunteers and Trustees are properly inducted and trained as appropriate;
- Ensure that operational resources required to deliver high quality services including IT systems are in place with a plan to replace as required
- Produce impact reports on the Charities activities for the Trustees and publications to promote the work and impact of BAT activities including member satisfaction with services and activities

## **Supporting and Working with the Trustee Board**

- Oversee the organisation of the Annual General Meeting and any special General meetings in liaison with the Trustees
- Produce the Trustees Annual Report and Accounts in liaison with the Chair and Treasurer and Finance Officer
- Ensure that there is an annual meeting cycle for the Board and any sub committees, preparing all paper work in liaison with the Chair of Trustees, ensuring all documentation is circulated at least a week prior to the meetings
- Provide progress reports to each Board meeting regarding the implementation and achievement of Business plan and strategic objectives
- Accountable to the Board, ensuring that the organisation is legally compliant, in all activities and operations providing sound, timely and clear reports to update and advise the Board of Trustees; for example: health and safety; company and charity law, employment law
- Work with the Board to undertake a skills audit, identify gaps and recruit for these, developing a succession plan for the Trustee Board

## **Financial sustainability and Income Generation**

- Develop and implement a funding strategy in line with strategic objectives and the 3-year business plan to make sure that BAT has a diverse funding base
- Set with the Board an annual fundraising target ensuring that all services and activities are adequately funded
- Ensure all funding received from external sources is allocated and delivered in line with funders objects
- Provide regular reports to the Board, on financial performance, output delivery and quality reporting any concerns and corrective actions
- Develop and maintain good relations with all funders, supporters and donors
- Develop opportunities for partnership working to secure funding and other resources in line with the BAT charitable objects and values
- Develop BAT's Traded Income through the support and training provided to other organisations to develop their understanding of prescription drugs
- Build BAT's online presence and increase the use of web-based services to increase efficiency and develop new income streams

## **External liaison**

- As the Senior Representative for BAT, develop effective relations with appropriate authorities, agencies, organisations and individuals at local and national levels, including councillors, MPs, and local and national statutory and non-statutory organisations
- Represent the organisation in the media, at conferences, and other public occasions
- Develop effective partnerships with colleagues from the local public, private and voluntary, community and social enterprise sectors
- Oversee the development with the Board of an effective media strategy to raise the profile of the work of BAT, ensuring all Trustees, Staff and Volunteers have been trained and understand BAT policies and procedures, with regard to, acceptable Social Media usage

## **Person Specification**

### **Essential**

#### **Skills and Experience**

- Degree level education or equivalent
- Sound management abilities with previous experience at Chief Executive or senior management level with the ability to run a small organisation
- Evidence of strategic thinking and vision, with the ability to analyse complex concepts and information.
- Demonstrable leadership experience, including successful implementation of new systems and processes
- Demonstrable experience of working with and developing a positive, robust relationship with a board of Trustees, establishing the organisations vision and strategic objectives
- Evidence of working with and supporting a small staff team and effectively managing change processes within an organisation
- A track record in initiating and developing new business and implementing a successful income generation strategy
- Excellent verbal, written and digital communication skills
- Ability to communicate/network with people from a wide range of backgrounds
- Experience of working with volunteers

#### **Knowledge**

- Knowledge of charity and company legislation and regulation, including its application and best practice
- Detailed knowledge of the charity funding landscape, including grants and local and national government contacts
- An in-depth knowledge and understanding of health and social care system

#### **Attributes**

- Demonstrable leadership qualities and change management abilities with the capacity to direct and support BAT to achieve its objectives
- The ability to raise and maintain the profile of BAT and its members, building effective partnerships and relationships with strategic partners and funders
- Professionalism
- Flexibility
- Results and impact orientated