



# JOIN OUR TEAM

INNOVATION FUND OFFICER



# Welcome!

Essex Recovery Foundation is a charity with a growing recovery community working together to improve treatment and recovery services across Essex.

Established in 2019 with a board of nine trustees, Essex Recovery Foundation continues to grow and now has over fifteen paid members of staff and numerous volunteers and members of the recovery community.

We are in an exciting phase having completed a service needs assessment and created a 5-year plan in 2023.

The Innovation Fund Officer will play a crucial role within the Radical Change team at Essex Recovery Foundation. The role will oversee the Essex Recovery Fund, a fund which aims to support the recovery community in Essex by providing financial assistance to projects that foster recovery, inclusivity, and community engagement. The officer will ensure the fund's objectives are met, manage the application and selection process, and monitor the progress of funded projects.



## Our vision

Build a visible recovery community who will use their voice to influence how services function and change perceptions of addiction and recovery.

## Our mission

The Cycle of Growth and Change

1. Growing the recovery community
2. Empowering people and their ideas
3. Making a radical change to commissioning in Essex
4. Changing perceptions

# INNOVATION FUND OFFICER

## KEY RESPONSIBILITIES

### Fund Management

- Oversee the day-to-day operations of the Essex Recovery Fund.
- Ensure alignment with the fund's objectives: empowering individuals in recovery, supporting well-established projects, and reaching diverse groups.
- Manage the financial aspects of the fund, including budget allocation and financial reporting.

### Community Engagement

- Liaise with the recovery community to promote the fund and encourage applications.
- Provide guidance and support to applicants throughout the application process.
- Foster relationships with key stakeholders, including community leaders and recovery organisations.

### Governance & Reporting

- Work with the ERF board of trustees and selected staff to ensure strategic oversight and financial transparency.
- Provide regular updates to the Chief Executive and board on the status of funded projects and overall fund performance.
- Ensure compliance with all relevant policies and regulations.

### Fund Application Process

- Manage the fund application process, including the review and shortlisting of proposals.
- Coordinate the submission of applications via online forms or video submissions.
- Organise and facilitate the presentation panel sessions for shortlisted applicants.
- Prepare summaries and recommendations for Community Voice sessions.

### Operational Management

- Implement a robust monitoring and evaluation framework to track the progress and impact of funded projects.
- Coordinate with a videographer to produce video case studies and monthly podcasts.
- Conduct regular site visits and assessments in collaboration with Community Researchers.
- Compile quarterly progress reports and a comprehensive impact assessment at the end of the funding period.
- Work collaboratively with the wider Essex Recovery Foundation team to meet our strategic objectives

# We're looking for:

## ESSENTIAL:

### Experience

- Proven experience in project management, grant administration, or a related role.
- Demonstrated understanding of the recovery community and issues faced by individuals in recovery.

### Personal Attributes

- Passionate about supporting the recovery community and promoting inclusivity.
- Proactive and self-motivated, with a strong sense of initiative.
- Empathetic and supportive, with the ability to build trust and rapport with individuals in recovery.
- Flexible and adaptable, able to manage multiple tasks and changing priorities.

### Skills & Abilities

- Strong organisational and time-management skills.
- Excellent communication and interpersonal skills, with the ability to engage and inspire a diverse community.
- Proficiency in using digital tools for application management and reporting.
- Ability to analyse and evaluate project proposals and impact reports.
- Have a full UK driving license and access to a car

## DESIRABLE:

- Experience working directly with individuals in recovery or in a recovery-focused organisation.
- Knowledge of the Essex recovery community and existing support services.
- Experience in conducting monitoring and evaluation activities, including impact assessments.
- Degree in a relevant field (e.g. community development, public health) or equivalent experience.





# About the role

## Salary

Level 2 - Circa £33,500 (FTE)

## Working hours

22.5 hours per week. We can be flexible about the pattern of work but may require some evening and weekend work.

## Contract type

One-year fixed term with potential to extend (dependent on funding).

## Location

Hybrid. This role is home-based but frequent travel across Essex is required.

## Accountable to

Radical Change Lead

## Direct reports

Community Researchers (in relation to their work on Essex Recovery Fund).

## Application deadline

10pm on Sunday 20th October 2024.

# How to apply

If you believe you are the right fit for this amazing opportunity, then we would love to hear from you! Please send the following to Carly Herbert at: [carly@essexrecoveryfoundation.org](mailto:carly@essexrecoveryfoundation.org)

- A 'blind' CV that does not include any references to information that identifies you. Please remove references to your name, educational institutions, age, gender, email address, postal address, phone number or nationality.
- A separate document that responds directly to the three questions.
- Details of two people who may be approached for references.



# Application questions

1

Describe your experience in managing projects or funds that support community-based initiatives. Please provide specific examples of projects or funds you have overseen, including the objectives, your role, and the outcomes. How did you ensure that these projects met their goals and delivered value to the community? (250-word limit)

2

How would you approach promoting inclusivity and diversity within the Essex Recovery Fund's initiatives? Discuss any strategies or experiences you have in engaging diverse and underserved groups within a community. How would you ensure that the projects funded by the Essex Recovery Fund reach and benefit a broad range of individuals in recovery? (250-word limit)

3

What does recovery mean to you and why is it important? (250-word limit)



# Top 10 reasons to work for us

We promise that working with Essex Recovery Foundation will be like no other job you've had before. We asked our small team what their favourite things are about working at Essex Recovery Foundation.

- 1** It's great being part of a team who truly consider what's best for the people we serve. Our recovery community comes first!
- 2** We are a warm, welcoming team that sees the best in each other.
- 3** Having the opportunity to be creative every day with so many incredible people makes you feel like it's more than just a job.
- 4** We are an open, honest and transparent team who deeply value reflecting together and sharing our experiences.
- 5** True understanding and appreciation of the importance of work/life balance.
- 6** Working with people in recovery is inspiring. Whether you are on a group walk, listening to someone recite a powerful poem at one of our events, or simply having a coffee and chat, someone will do or say something that moves you and leaves you feeling inspired!
- 7** We have fun and laugh a lot!
- 8** We all love good coffee!
- 9** There is a strong sense of togetherness.
- 10** Being part of something that has real potential to create societal change is seriously exciting. Why would you not want to be part of that?!

# Any questions?

The Essex Recovery Fund Officer role offers an exciting opportunity to make a significant impact on the recovery community in Essex. If you are passionate about supporting recovery initiatives and have the skills and experience required, we encourage you to apply.

Essex Recovery Foundation believes that diversity drives innovation and excellence. We are committed to creating an inclusive workplace where everyone feels valued and empowered. We highly encourage applicants from diverse backgrounds, including different races, ethnicities, economic, genders, ages, religions, abilities, and sexual orientations. Your unique perspectives and experiences are crucial to our mission of fostering creativity and achieving success.

If you have any questions or you'd like an informal discussion about the role, please contact Sarah on [sarah@essexrecoveryfoundation.org](mailto:sarah@essexrecoveryfoundation.org).

To find out more about Essex Recovery Foundation, please visit our website: [www.essexrecoveryfoundation.org](http://www.essexrecoveryfoundation.org) or check out our social media: [@essexrecoveryfoundation](https://www.instagram.com/essexrecoveryfoundation)

