

November 2024



Executive Director Job Description and Person Specification

Please find attached a Job Description and Person Specifications for the Executive Director position at INPUD.

About INPUD

The International Network of People who Use Drugs (INPUD) is a global peer-based organisation that seeks to promote the health and defend the rights of people who use drugs. INPUD will expose and challenge stigma, discrimination, and the criminalisation of people who use drugs and its impact on the drug-using community's health and rights. INPUD will achieve this through processes of empowerment and advocacy at the international level while supporting empowerment and advocacy at community, national, and regional levels. www.inpud.net

About the Role

Post:	Executive Director
Accountable to:	INPUD Board of Directors
Hours:	Full-time (40 hours per week)
Term of contract:	One year rolling
Salary:	£50 - 60,000 (dependent on location and experience)

INPUD is committed to employment equity and encourages applications from all qualified candidates, including members of the drug using community, as well as people living with HIV and/or hepatitis and LGBTQI people.

INPUD is seeking a committed and inspirational leader to join the London Secretariat. We are seeking a person who leads by example and is able to create and contribute to an organisational environment of openness, accountability, transparency and trust.

As a membership-based organisation, the INPUD Executive Director will consult and involve others, leading from the bottom up.

It is an exciting time to join INPUD as we have recently finalised our 2025- 2029 Strategy that will steer and guide the network and movement through both challenging but opportune moments ahead. The INPUD Executive Director will be instrumental in implementing this new Strategy and lead in fulfilling INPUD's mission as the global representative voice of people who use drugs in key decision-making spaces and forums.

The Job Description and Person Specification for the role of Executive Director can be found overleaf.

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Job description

Strategic Oversight:

- Refine, focus and implement INPUD's 2025-2029 Strategic Plan with the Board and in consultation with the membership
- Ensure the effective management of programmes and projects defined in the Strategy in consultation with the Board
- Ensure rigorous and timely reporting on progress and/or barriers towards the delivery of INPUD's Strategic Objectives
- Oversight and implementation of INPUD's Strategy

Organisational Development:

- Ensure that INPUD operates within the rules and regulations set out within the INPUD Constitution and assist with the incorporation of INPUD when requested by the membership and Board
- Establish and maintain an organisational model and communication system that supports the development of an effective, engaged and dynamic membership in collaboration with the Board and staff team
- Responsible for communicating effectively and liaising with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function correctly and to make informed decisions

Global Advocacy and Building Partnerships:

- Advocate for and help create a space for people who use drugs, particularly those most directly affected by criminalisation as well as HIV and other blood-borne viruses (BBVs), to have an impact on global policy and programming that directly impacts them
- Develop and oversee annual advocacy plans and timelines
- Build and maintain strategic alliances and partnerships with member states and government officials, UN agencies, donors, member networks, key population networks and others as relevant to INPUD's mission and strategy
- Oversee representation and represent INPUD on issues of relevance and in a variety of fora, as aligned and outlined in INPUD's 2025 – 2029 Strategic Plan

Donor Relationships:

- Identify and secure funding for the organisation's core funding and implementation of INPUD's Strategic Objectives (2025-2029)
- Oversee programme applications, fundraising and donor stewardship, and developing other resources necessary to support INPUD's mission
- Ensure all contractual obligations to funding bodies are met

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Office Management:

- Develop and maintain a transparent and accountable organisational model and practice that ensures the Secretariat is managed in an efficient manner
- Hire and maintain qualified and competent staff who understand the functions, strategies, and aims of INPUD and the communities the Secretariat serves
- Provide supervision to staff members, including temporary staff
- Fiscal oversight that generally anticipates operating within the approved budget
- Develop and maintain effective monitoring and evaluation of INPUD's day-to-day operations and programmes
- Maintain oversight of INPUD Secretariat's fieldwork, research, writing, advocacy campaigns, and publication
- Responsible for signing notes, agreements, etc., for and on behalf of INPUD.
- Other duties as needed

Selection Criteria:

- Experience in the not-for-profit sector, preferably in the drug policy, HIV, harm reduction, and/or blood-borne infection sector(s)
- Demonstrable experience of advocacy at the international level, with demonstrable advocacy focus on drug policy and legislation and/or global health and development
- Demonstrable experience in high-level donor stewardship, engagement, fundraising and grant writing, with a focus on the drug policy, global health and development sector
- Knowledge of financial management and accountability systems and mechanisms
- Excellent knowledge of the HIV and harm reduction sector and actors, including UN bodies, the Global Fund to Fight AIDS, Tuberculosis and Malaria, other donors and key stakeholders in the field.
- Knowledge of drug user rights and harm reduction principles and a commitment to the empowerment and human rights of people who use drugs.
- Strong collaboration skills, with proven ability to work as part of a team, build networks, and negotiate with partners and other organisations
- Excellent and demonstrable written and verbal communication skills (English; additional languages an asset).
- Lived experience of the issues impacting the lives of people who use drugs would be an asset
- Some knowledge of human resource management is preferable
- A sense of humour is a definite plus!

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How to Apply:

Applications should be made in writing with a cover letter that *must* address all selection criteria.

Please accompany your application with your current curriculum vitae (CV) and the names and contact details of at least two referees, which must include your current or most recent employer.

Please send your application by email to: jobs@inpud.net

Deadline for applications: Friday, 3 January 2025 (at midnight Central European Time)

Good luck!