

Treasurer Recruitment

Candidate Information Pack

November 2026

Eastside People

Independence from drugs and alcohol



Welcome from our Chair

I am pleased to invite you to consider the role of Treasurer Trustee at Bristol Drugs Project.

The Treasurer role is a critical one for BDP. They oversee our finances, ensuring that they are managed effectively to support our goals and that we comply with all statutory requirements.

Bristol Drugs Project has been providing essential support and treatment to the people of Bristol around substance use since 1986. We were started by five determined and visionary probation officers who identified a lack of support for their clients who faced issues with drugs – fighting stigma and a lack of support at every turn. BDP has survived and thrived through 40 years of changing social and political environments, now employing over 100 paid staff and approximately 30 volunteers, becoming an institution in the city while developing a national reputation as a leading drug treatment provider.

We are incredibly proud of the charity's record of introducing innovative services, meeting previously unmet need and putting the voice of service users at the centre of all that we do.

As well as being our 40th anniversary year, this is an important time strategically for BDP. To meet the requirements of the moment and set a clear course for our future, we have developed and published a five-year strategy which clarifies our goals. These are: to lead innovation and development in the sector; to grow our operations in a sustainable manner; to be at the forefront of influencing change and challenging stigma in services; and to be recognised as a great organisation to work for.

Put simply, the Treasurer is essential to BDP's success. They have a vital role in our governance and strategic delivery, and ultimately in ensuring our continuing financial viability. They chair our trustee Finance & General Purposes Committee, which makes financial decisions and tracks BDP's financial position, as well as presenting to the full Board of Trustees as needed. They sign off our legally required annual accounts and ensure they are suitably scrutinised first; ensure there are appropriate financial policies, controls and reporting in place; and advise on the financial implications of major decisions to be taken by trustees. goals of our five-year strategy.

As well as the specific responsibilities of Treasurer, the successful candidate will have wider duties and opportunities as a trustee who forms part of our 12-person Board. Good trusteeship is always important but will be particularly critical at this time as we roll out and

deliver on the new BDP five-year strategy. As well as ensuring that Horizons Bristol and B&NES develop and deliver for service users, we are keen to develop our voice as a regional leader, diversifying our services to support our long-term resilience while remaining rooted in our values.

The next few years will be a critical time for BDP, representing an excellent opportunity to develop our operations, secure our long-term future and deliver more than ever for our service users.

I warmly invite you to consider this exciting role and thank you for your interest.

Yours faithfully,

Terry Rice

Chair of Trustees

Bristol Drugs Project



About us

Who we are

Bristol Drugs Project is an independent charity that has been supporting the people of Bristol around their drug and alcohol use for the past 40 years.

BDP has a proud history of supporting some of our communities' most vulnerable members and pushing for progressive interventions. BDP opened one of the first needle exchanges in the UK as part of a trial aimed at reducing the spread of HIV in the UK. BDP was also among the first services to roll out a 'shared care' model for supporting people who use drugs in Bristol.

To this day we strive to support all members of our city in an open and inclusive service and are passionate about challenging the stigma faced by people who use drugs and alcohol wherever we see it.

What we do

We run a broad range of services aimed at being available and accessible for anyone who needs them. We can support you to make the changes you want to make when you are ready to.

Our services include:

- Expert one-to-one advice and support to keep your safe if you choose to use alcohol and other drugs
- A range of services for people who inject, including free sterile injecting equipment and life-saving naloxone
- On-site nursing service

Our impact

Since our foundation, some of BDP's pioneering achievements include (while certainly not being limited to):

- Running one of the UK's first needle exchanges, providing safe equipment to people who use drugs so that they can reduce the risks of doing so such as contracting bloodborne viruses;
- Distributing thousands of cases of Naloxone (which can treat opioid overdoses) and training hundreds of people to use it each year. Service users, staff and others have saved many lives by doing so;
- Hosting the UK's first permanent drug checking service ('The Loop'), where members of the public can undertake same-day sampling to check whether their substances are contaminated and receive expert consultation;
- Establishing and running a Trainee Programme to support people with an experience of challenges around drug and/or alcohol use to join (or re-join) the workforce;
- Developing one of the first and most extensive creative programmes, Creative Communities, to support those in recovery from drug and alcohol use. This started with a choir and now includes several creative groups and an ever-expanding series of alcohol-free events called Sober Spaces.

Our values

BDP is built around the shared values of the organisation, our staff and volunteers:

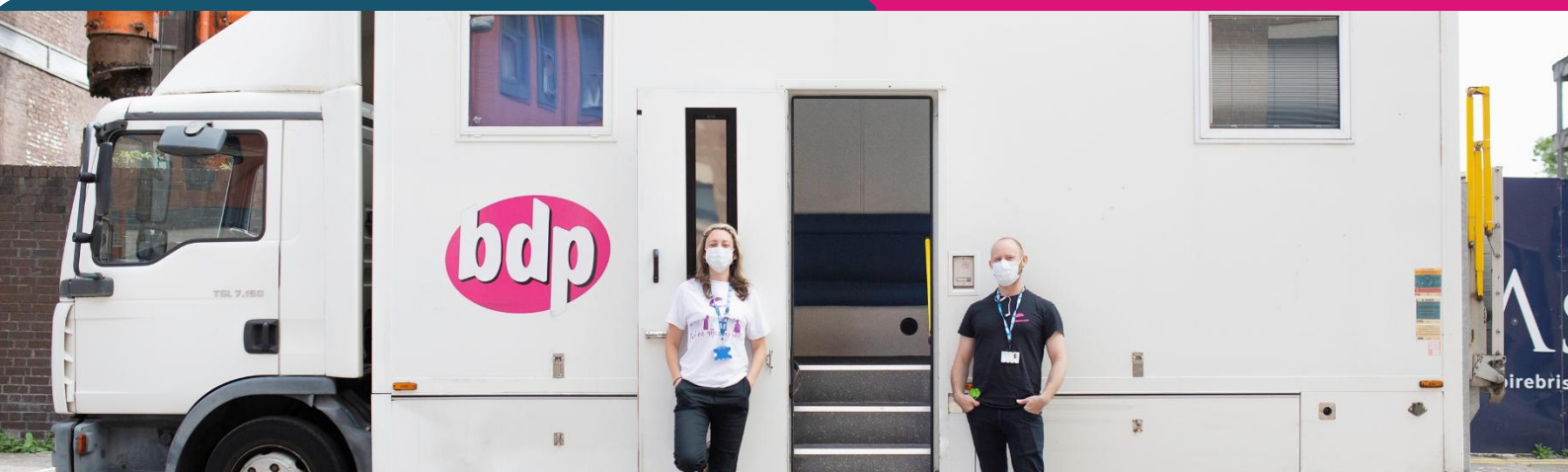
Building Trust: Developing trusting relationships through consistency and honesty.

Listening and learning: Using evidence to best meet the needs of the people who use our services.

Pioneering and responsive: Championing new ideas and progressive approaches.

Appreciating difference: Committing to ensure our services are accessible to every member of our community equally.

Challenging Stigma: Challenging stigma wherever we find it.



Organisational Context

Strategic priorities

Our 2026–2031 strategy sets out an ambitious next chapter for BDP, keeping people who use drugs and alcohol at the heart of everything we do. Our priorities are to lead the sector in innovation, research and development; grow sustainably; influence change and challenge stigma; and be recognised as a great organisation to work for. Building on our Bristol roots, we aim to extend our reach into neighbouring areas and beyond, developing partnerships and diversifying our contracts to reduce reliance on a single source of income. An innovation fund of £1 million over five years will support growth and new approaches, enabling us to use our resources to meet community needs while maintaining financial discipline. Our new Treasurer will help shape this journey, bringing strategic financial insight to investment decisions, balancing opportunity with risk, and ensuring that sustainable growth translates into greater impact for the people and communities we support.

Financial position and the funding landscape

BDP enters its next phase with a strong financial foundation. The Charity Commission register records total income of £5,651,838 and expenditure of £5,315,180 for the year ending 31 March 2025, with government contracts and grants providing the main sources of funding. Our longstanding Bristol City Council commissioning relationship, delivered in partnership with Turning Point through Horizons, is central to our work, but reliance on a major contract also creates risk. Diversifying our income through new partnerships and contracts is therefore a priority for long-term resilience. Alongside substantial reserves, our £1 million innovation fund over five years provides scope to invest in growth and new approaches. The challenge for our new Treasurer is to combine robust financial oversight with a forward-looking approach: helping us assess investment opportunities, manage risk and use our resources confidently to meet community needs while safeguarding our long-term sustainability.

Independence from drugs and alcohol

Board makeup

Our Board is undergoing a period of renewal, with recent appointments bringing fresh perspectives alongside the experience of longstanding trustees. Members bring backgrounds in drug policy, pharmacy, entrepreneurship and finance, complemented by lived experience of drug and alcohol use. Recent additions include experience of leading drug projects within the London Mayor's office, senior pharmacy practice and developing a Bristol GP telephone service. The Board welcomes new ideas and constructive challenge, with trustees engaging in the wider life of the charity through events and contact with staff. We are keen to broaden the perspectives represented around the table so that our Board better reflects Bristol and its communities, and welcome people who may not previously have considered becoming a trustee.

Equality, Diversity & Inclusion

We want our Board to better reflect the diversity of Bristol and its communities, and are working to broaden representation, particularly in ethnicity and age. We value lived experience alongside professional expertise and want everyone to be treated with equal respect and supported to contribute, including through clear, accessible financial information. We welcome candidates at different career stages, including those who may not previously have considered becoming a trustee, with the emphasis on the skills, perspectives and commitment they can bring.



Being a trustee – what's involved

Becoming a trustee is a compelling way to engage with the charity sector. It is a role that will give back as much as you put in, and often more. One of the primary takeaways from the Charity Commission's 2025 research into trusteeship is the extent to which trustees benefit from their experience. The majority would recommend it to others.

Many trustees reported experiencing multiple and profound benefits, from feeling they are positively impacting the world to feeling more connected to a community or movement, highlighting the rewards of responsibility. Overall, just 1% of the trustee population surveyed would not recommend the role to others.

Strategic experience

A charity trustee role is a fantastic way of allowing you to develop and hone your critical thinking, problem-solving and analytical skills. The strategic experience which can be gained through a trustee role can have an immediate and powerful impact on your career, opening doors to new responsibilities and more senior job prospects. Equally, for those who have already had some strategic responsibilities, a trustee role provides an opportunity to use those skills in a significantly different context.

Continued personal development

Through a trustee role, you can gain a clearer idea of your professional strengths and weaknesses, whilst also learning new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your versatility, giving you confidence in your existing abilities while challenging you push the boundaries of your expertise.

Teamworking

As a Trustee at Bristol Drugs Project, you are part of a team and will have the opportunity to apply your unique skills and experience while also learning from others. Working in a team with a passionate team of individuals who bring diverse perspectives is often one of the most enjoyable aspects of the role. The ability to collaborate effectively with others and to challenge constructively the ideas of fellow trustees as well as those of the leadership team is essential to ensuring the Board's strategic decisions are fully informed, reasonable and effective.

Role description

Location	Bristol (Hybrid)
Time Commitment	Approx. 7-14 hours/month (more information below)
Term of office	3 years from appointment (at the November AGM). Up to a total of 3 terms.
Salary	This is a voluntary role. Reasonable expenses can be claimed.

Finance Trustee

Purpose of role

As Finance Trustee, you will fulfil the Treasurer role, providing strategic financial leadership and helping the Board use BDP's resources to deliver its ambitions for growth, innovation and reduced drug- and alcohol-related harm. Working with the CEO and Resources Manager, you will combine sound oversight with constructive challenge on investment, risk and long-term sustainability. This is a governance role, not a day-to-day finance management or staff line-management position; operational finance remains with the staff team.

Responsibilities

- Chair the Finance Committee, ensuring clear scrutiny and recommendations to the Board.
- Review management accounts, budgets, forecasts and cash flow, helping trustees understand the financial position and the decisions required.
- Support strategic financial planning, including assessing new contracts, partnerships and investment in growth and innovation, balancing opportunity, affordability and risk.
- Provide oversight of reserves, investments and financial controls, helping ensure resources are used effectively and sustainably for BDP's charitable purposes.
- Oversee the annual accounts and audit process at Board level, working with staff and auditors to review findings and follow-up actions.

- Act as a thoughtful financial sounding board for the CEO and Resources Manager, maintaining clear boundaries between governance and operational management.
- Make financial information accessible to fellow trustees, valuing lived experience alongside professional expertise and enabling inclusive decision-making.
- Contribute fully to collective Board decisions, offering independent judgement, constructive challenge and support for BDP's strategy, values and effective governance.

Person Specification

- Relevant experience in financial management, reporting and oversight, ideally supported by a recognised chartered accountancy qualification.
- The ability to interpret and scrutinise accounts, budgets and forecasts, with an understanding of charity finance or a willingness to develop this knowledge.
- Strategic thinking and business acumen, with sound judgement on investment, sustainable growth and financial risk.
- Clear, approachable communication skills and the ability to explain financial matters to people without a finance background.
- A collaborative and inclusive approach, respecting lived experience and different perspectives, and the confidence to challenge constructively.
- An interest in BDP's harm-reduction mission and openness to its approach to drugs and alcohol, including its advocacy for drug decriminalisation; specialist sector knowledge is not essential.
- The willingness to build constructive relationships with the CEO, Resources Manager and fellow trustees, and to commit time to preparation and participation.
- Experience of charity governance, committee chairing, commissioned services or organisational growth would be helpful, but previous trusteeship is not essential. We welcome qualified candidates at different career stages.

Obligations

Board meetings are generally in person; Committee meetings are usually remote, with some flexibility around attendance.

Independence from drugs and alcohol

Board and Finance and General Purposes Committee meetings each take place every six weeks, with the committee usually meeting one week before the Board.

Allow additional time to read papers and management accounts, prepare for meetings and discuss significant financial matters with the CEO and Resources Manager. The commitment varies, particularly around the audit.



Ready to apply?

Eastside People is supporting Bristol Drugs Project in the recruitment of these roles. Please click here to apply by submitting your CV and a cover letter **both in Word doc format**.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in a Trustee role at Bristol Drugs Project?
- Having read the information pack, what relevant experience and skills do you feel you would bring to this role? This might come from paid work, study, community or voluntary work or other experience.

You are welcome to send your cover letter in writing, or as a video or audio clip, alongside your CV. Any video or audio submissions should be emailed to bonnisa@eastsidepeople.org.

If you would like a call to discuss any of the roles in more detail, please email Bonnisa Moore to arrange a convenient time at bonnisa@eastsidepeople.org. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential. If you have a disability or require reasonable adjustments during the application or interview process, please contact us so we can support you appropriately.

The closing date for applications is 9am on Monday 21st December. Shortlisting interviews will take place in the new year.

Finally

We recognise that AI can be a helpful tool, but please use it with care and ensure your application is accurate, personal, and genuinely reflects you. We do not use AI in our sifting or selection process - a human reviews every application!

Eastside People

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Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.