

ASH SCOTLAND
POST OF DEVELOPMENT LEAD (INEQUALITIES)
JOB PACK

INFORMATION AND APPLICATION PROCESS

Thank you for your interest in the post of Development Lead (Inequalities) with ASH Scotland.

This job pack contains:-

- Job Description
- Person Specification
- ASH Scotland's Working Practice and Benefits

Also attached separately are:-

- A covering letter template (for use when applying)
- Job Applicant Data Policy (for information)

If you wish to apply for the position, please send an up-to-date CV (no more than two pages) along with a covering letter (using the template provided) illustrating why you are interested in this post and how you meet the requirements of the person specification to recruitment@ashscotland.org.uk or to ASH Scotland, 8 Frederick Street, Edinburgh EH2 2HB by :-

5pm on Monday 20th May 2019

Interviews will take place in central Edinburgh on **Wednesday 29th May 2019**

JOB DESCRIPTION

Job Title	Development Lead (Inequalities)
Team	Engagement Will sit alongside full-time Children & Young People Development Lead (currently a job-share) and part-time Partnerships Development Lead
Responsible To	Deputy Chief Executive
Responsible For	2 x Development Officers (although this number may vary depending on projects)

Job purpose

To maintain and actively share lead expertise in relation to the links between smoking and inequality, and ensure delivery and further development of associated elements of the organisation's work-plan. To develop and promote effective engagement and positive impacts with target audiences and external stakeholders in order to enhance understanding, policy and practice, in line with the evidence base and in pursuit of ASH Scotland's strategic priorities.

Major tasks

1. Lead the delivery, reporting and ongoing development of designated parts of the ASH Scotland work-plan relating to inequalities, in pursuit of the organisational strategy.
2. To be key contact point for allocated work areas related to smoking and inequality. This includes working with the Information Service to maintain a good understanding of the evidence base, ensuring that lead knowledge is appropriately shared internally and externally, and contributing to informing and shaping organisational communications, resources and policy stances.
3. Build relations with the principal relevant contacts and stakeholders, and convene or represent ASH Scotland at appropriate working groups or meetings as agreed with line manager.
4. Provide line management, support and development and performance management to any assigned staff.
5. Oversee any assigned budgets and contribute to identifying, creating and following through on income generation and funding opportunities.

6. Keep the Senior Management Team and colleagues informed of all pertinent issues, opportunities, concerns and challenges arising in relation to work around smoking and inequality.

Main job activities

1. Lead the delivery, reporting and ongoing development of designated parts of the ASH Scotland work-plan relating to inequalities, in pursuit of the organisational strategy.
 - Contribute to developing annual organisational work-plans according to allocated priorities and in line with ASH Scotland's strategic plan;
 - Under the direction of the DCE, take responsibility for the delivery of the allocated work-plan items to a high standard, including delivering and monitoring project plans linked to the organisation's annual work-plan and assigning work to ensure commitments are met;
 - Ensure that commitments made to funders are met and report on lead areas of work as required;
 - Ensure that activities are evidence based, outcome and impact focussed, and aligned with ASHS strategic priorities
2. To be key contact point for allocated work areas related to smoking and inequality. This includes working with the Information Service to maintain a good understanding of the evidence base, ensuring that lead knowledge is appropriately shared internally and externally, and contributing to informing and shaping organisational communications, resources and policy stances.
 - Liaise with the Information Service to develop and maintain a good understanding of the research and evidence base underpinning assigned area(s) of work and analyse the implications for this area of ASH Scotland's work;
 - Keep abreast of the external environment eg tobacco industry activity, political context, health and social policies, and relevant initiatives and work in the UK and elsewhere, applying these to the development of assigned area(s) of ASH Scotland's Engagement work and to effective internal communications with ASH Scotland staff;
 - Provide input to discussions about organisational messages and views (eg media communications, consultation responses and policy stances) and be involved as directed in pulling together information to influence both grassroots activities and national policy and strategy.
3. Build relations with the principal relevant contacts and stakeholders, and convene or represent ASH Scotland at appropriate working groups or meetings as agreed with line manager.
 - Develop effective working relationships with key stakeholders and contribute to the development and implementation of an effective outreach strategy to increase awareness of, and engagement with, ASH Scotland's work and services;
 - Ensure appropriate involvement of stakeholders in these areas of work.
 - Develop engagement and profile opportunities for ASH Scotland in line with current priorities;
 - Represent ASHS at events and conferences, and prepare and deliver or contribute to preparing presentations and inputs as required;
 - Deliver or facilitate specific learning, meetings or events;

- Ensure effective external communications and marketing to increase the awareness, reach and uptake of ASH Scotland's engagement work and services.
4. Provide line management, support and development and performance management to any assigned staff.
 - Undertake full line management responsibilities including documented review and planning meetings and annual reviews;
 - Ensure work is of a consistent high standard, that staff are motivated and performing, and that objectives are met.
 5. Oversee any assigned budgets and contribute to identifying, creating and following through on income generation and funding opportunities.
 - Contribute to developing, and oversee, assigned budgets and monitor expenditure within these areas of work;
 - Make recommendations for re-planning and re-deploying resources if required;
 - Help to spot, scope and develop ideas and opportunities, and support the DCE in developing and submitting funding applications and in the pursuit of income generation opportunities;
 - Encourage team members to explore and report back on possible opportunities to generate income in line with identified priorities;
 6. Keep the Senior Management Team and colleagues informed of all pertinent issues, opportunities, concerns and challenges arising in relation to work around smoking and inequality.
 - Help to maintain a positive, productive and proactive working environment

Responsibilities of all ASH Scotland staff

- Manage and prioritise workload and ensure that deadlines are met.
- Work flexibly and cooperatively with members of ASH Scotland towards aims and objectives agreed by the organisation.
- Maintain positive and constructive working relationships with all members of your immediate team and the wider ASH Scotland team, to ensure that all staff are kept up-to-date with all relevant issues and developments.
- Undertake relevant professional development activities and training as agreed with line manager.
- Undertake other duties relevant to the post and on occasion other wider duties pertinent to ASH Scotland's strategic objectives and appropriate to the seniority of the post.
- Maintain confidentiality, as appropriate, with sensitive or privileged information, including day-to-day observance of Data Protection guidelines.
- Adhere to all internal and external ASH Scotland policies, procedures, systems and guidelines and to contribute constructively, as required, to their ongoing development.
- If necessary, from time to time, to work outside normal working hours for which time off in lieu (TOIL) will be given.
- Secure premises, including setting alarm, as necessary.
- Have regard for your own personal health and safety and that of those around you.

PERSON SPECIFICATION

ROLE SPECIFIC ESSENTIAL CRITERIA

(A candidate will not be shortlisted if any of these criteria are not met)

- Experience of effective partnership working with external stakeholders
- Experience of managing individuals and teams, allocating resources and ensuring workplan objectives are met
- Experience of developing and implementing new areas of work or projects
- Experience of monitoring and evaluating progress and impact of work or projects
- Experience of effective and empathetic communication, both oral and written
- Ability to take responsibility for an area of work, show initiative and demonstrate good judgement
- Ability to work independently, to solve problems and to develop new approaches
- Ability to develop expertise in a particular topic area and to share this expertise when needed by colleagues
- Ability to act in a professional and persuasive manner and to play the part of spokesperson and representative for the organisation

GENERAL ESSENTIAL CRITERIA

(A candidate will not be shortlisted if any of these criteria are not met)

- Degree level qualification **or** appropriate alternative experience
- Willingness to work flexibly and occasionally outwith normal working hours as required
- Willingness to undertake occasional travel, mostly within the central belt of Scotland
- Good level of IT literacy

DESIRABLE CRITERIA

- Understanding of social, cultural, economic and political issues in Scotland
- Understanding of public health in Scotland, particularly smoking and health
- Experience of working in or with frontline support services and/or community development

ASH SCOTLAND WORKING PRACTICE AND BENEFITS

Salary

ASH Scotland operates an independent salary scale structure. New employees are normally appointed on the lowest point of an appropriate grade and usually receive a cost of living increase annually on 1st April and one scale point increment on the anniversary of joining, dependent on satisfactory performance. All salary increments are dependent upon sufficient funds being available within the organisation.

Pension

ASH Scotland has a workplace pension scheme set up with Aviva, the employer contribution being up to 7% and the employee contribution up to 5%.

Life Assurance

ASH Scotland contributes to a scheme that provides a death-in-service lump sum to an employee's nominated beneficiary/s of four times the salary for all employees providing that the qualifying conditions are met.

Sick Pay

ASH Scotland provides a sick pay scheme to employees with 6 months continuous service and is graded dependent on length of service.

Income Protection

ASH Scotland contributes to an income protection scheme for all employees. The scheme provides up to 75% of salary for up to three years providing that the qualifying conditions are met.

Annual Leave

ASH Scotland offers staff 25 days holiday per year in addition to the 10 statutory public holidays. In recognition of differing social and religious requirements these holidays are combined and the total of 35 days per year (pro rata for part-time posts) may be taken at the employee's discretion with approval from line manager.

In recognition of the varying demands of work life balance and to offer more flexibility, ASH Scotland also offers staff the opportunity to forgo salary in exchange for additional holidays (up to five additional days' holiday per year)

ASH Scotland also provides a seasonal free day in addition to the yearly annual leave allowance.

Flexi-time/Flexible Working

Normal hours of work are 35 hours per week from 9.00am to 5.00pm with a one-hour meal break. However, employees may participate in the optional flexi-time scheme, which operates between the hours of 7.30am and 7.00pm with a required 30-minute lunch break.

Assisted Study

ASH Scotland wishes to support staff in their personal development wherever possible and offers support for study on courses that are relevant but not essential to their role within the organisation:

Employee Discount Portal

ASH Scotland is signed up to an employee discount portal that is available to all staff and has wide ranging discounts.