**Job Description – Community Alcohol Partnerships (CAP) Adviser for Scotland**

**Overview of the role**

This is an opportunity to take a leadership role in helping to change Scotland’s relationship with alcohol starting with young people. Community Alcohol Partnerships (CAP) is looking to employ the services of a dynamic, results-oriented person with great people skills to set up at least 12 CAP projects in high harm areas by the end of 2022.

The successful applicant will have a track record of building effective partnerships, the people and communication skills to involve and engage a wide range of local stakeholders and the leadership and project management skills to support projects through each phase of their lifecycle including baseline evaluation, action plan delivery, post intervention evaluation and maintenance/sustainment. After a short handover period the successful applicant will be expected to oversee fast-track development of new CAPs in priority areas and take responsibility for all aspects of their management with minimal supervision.

A key requisite of the role will be the ability to forge effective public/private sector partnerships between statutory agencies, schools, youth charities and retailers following the CAP model and evaluation framework. The successful candidate may come from a police, public health, education, local authority or other relevant background.

**Key Responsibilities**

* Proactively identify opportunities for new CAPs and facilitate set up of new CAPs in priority areas – a minimum of 12 new projects by 2023.
* Ensure that all new CAP projects carry out appropriate and timely interventions and evaluate all activity in line with the CAP evaluation toolkit – including a baseline and post intervention evaluation
* Raise the profile of CAPs in Scotland and ensure that their impact is recognised by key stakeholders
* Specific duties to include the following:
  + Represent CAP at all operational meetings
  + Ensure that Retail of Alcohol Standards Group (RASG) member companies play a full delivery role in each CAP where they operate as businesses.
  + Liaise as appropriate with strategic leads within local enforcement authorities and other partner organisations to initiate and complete agreed actions
  + Encourage all projects to achieve positive local media coverage including via social media and regional news/broadcast media
  + Ensure that all projects carry out as a minimum a baseline (pre-CAP) evaluation and post intervention evaluation following the CAP evaluation framework and project management survey tools
  + Identify opportunities for added value via employee volunteering and support projects to apply for local sources of funding
  + Produce a monthly progress report on all schemes and pipeline activity
  + Attend and participate in regular CAP team meetings (x4 pa) – can be by Zoom
  + Assist with event planning and profile-raising opportunities such as MSP visits to CAP projects

**Skills, attributes and experience**

* Essential to the role will be the ability to persuade key stakeholders at local and national level of the need to address underage drinking problems and to facilitate effective and dynamic local partnerships involving any/all of the following sectors: local authorities, education, child protection, social services, public health, Alcohol and Drug Partnerships, police, retailers and licensing
* Excellent organisational and sound project management skills
* Great people skills with the ability to build consensus and motivate partners to play a role in timely delivery of an agreed action plan
* Act as an ambassador for CAP at meetings and events including parliamentary events
* Excellent presentation and all-round communication skills
* Capable administrator with the ability to keep accurate records including data collection around outputs and impact evaluation

**Report to:** CAP Director

**Remuneration:** Consultancy fee at rate of £300 per day depending on experience. Work will depend on ability to generate interest in setting up new CAPs but we anticipate as a guideline that the successful candidate should commit to a minimum of 100 days per annum or 8 per month. All reasonable travel and other expenses will be reimbursed.

**Deadline for applications:** 30 September 2020

**How to apply**

Read the role description

Complete the form at the end of this pack, providing contact details for two referees

Complete the equal opportunities monitoring form at the end of this pack

Tell us in a covering letter why you’d like to join our team and what skills and experience you feel you could bring

Email your CV, your application letter, the equal opportunities monitoring form and referee details to Kate Winstanley, Director kate@communityalcoholpartnerships.co.uk

by midday 30th September2020

Shortlisted candidates will be asked to attend an interview in October (date tbc)

If you want to find out more or have any queries please contact Kate Winstanley on 07825 155225 or email kate@communityalcoholpartnerships.co.uk

You can also find out more about CAP at www.communityalcoholpartnerships.co.uk

**Please submit the contact details of two referees:**

(These will only be requested if you are short-listed and after consultation with you)

**Reference 1**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
|  |  |
| Please state in what capacity the referee is known to you and for how long: |  |
| Email: |  |

**Reference 2**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
|  |  |
| Please state in what capacity the referee is known to you and for how long: |  |
| Email: |  |

**Equal Opportunities Monitoring Form**

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CAP promotes equal opportunities. It aims to ensure that all job applicants and employees receive equal treatment regardless of age, disability, ethnic origin, gender, HIV/AIDS antibody status, marital status, race, religion, responsibility for dependents, sexual orientation or transsexuality. This form is optional and used only for monitoring purposes – it will be separated from your application on receipt.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Gender** | Male |  | Female |  | Transgender |  |
|  |  |  |  |  |  |  |
| **Age** | 18-24 |  | 25-29 |  | 30-39 |  |
|  | 40-49 |  | 50-59 |  | 60-65 |  |
|  | Over 65 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Disability** | Do you consider yourself disabled in any way, or have any particular requirements regarding access etc.? | | | | | | | |
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**Ethnic Origin**

Tick the classification which would best describe your ethnic origin. This term refers to different racial groups and not to your nationality, country of birth or religious affiliations. The classifications given below are based on those used in the 2001 National Census. If you feel that you do not fall within these categories, please indicate under ‘Any other..’ ..‘ what you consider to be your ethnic origin’.

I consider my ethnic origin to be:

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| --- | --- | --- | --- | --- |
| A. White |  |  |  |  |
| British |  |  |  |  |
| Irish |  |  |  |  |
| Any other White background |  |  |  |  |
| (please write in) |  |  |  |  |
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| B. Mixed |  |  |  |  |
| White and Black Caribbean |  |  |  |  |
| White and Black African |  |  |  |  |
| White and Asian |  |  |  |  |
| Any other Mixed background |  |  |  |  |
| (please write in) |  |  |  |  |
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| C. Asian or Asian British |  |  |  |  |
| Indian |  |  |  |  |
| Pakistani |  |  |  |  |
| Bangladeshi |  |  |  |  |
| Any other Asian background |  |  |  |  |
| (please write in) |  |  |  |  |
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| D. Black or Black British |  |  |  |  |
| Caribbean |  |  |  |  |
| African |  |  |  |  |
| Any other Black background |  |  |  |  |
| (please write in) |  |  |  |  |
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| E. Chinese or other ethnic group |  |  |  |  |
| Chinese |  |  |  |  |
| Any other |  |  |  |  |
| (please write in) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please return this form with your CV, referee details and application letter by midday Friday 30th September 2020 to Kate Winstanley, Director of CAP on kate@communityalcoholpartnerships.co.uk