



## Job Description

<b>Job Title:</b>	Engagement and Partnerships Coordinator
<b>Accountable to:</b>	Engagement and Partnerships Manager
<b>Salary:</b>	£28k
<b>Location:</b>	In line with Government advice, AFS staff are currently working from home but this is being kept under review. The normal place of work is 166 Buchanan Street, Glasgow, G1 2LW. Travel and occasional overnights may be required (travel expenses paid in line with AFS's policy).
<b>Status:</b>	Full-time (34.5 hours)
<b>Working hours:</b>	Flexible working is encouraged to meet the needs of the post and to accommodate the post-holder.

### 1. Alcohol Focus Scotland's Purpose and Vision

Alcohol Focus Scotland's (AFS) vision is a future free from the widespread health and social harm caused by alcohol. Our mission is to deliver effective and cost-effective action to reduce alcohol consumption and harm in Scotland and beyond. We make a unique contribution to preventing alcohol harm in Scotland by promoting evidence-based interventions that work for people and communities and which reduce health inequalities.

### 2. Job purpose

To have a lead role in developing relationships and joint advocacy with stakeholders and communities, in order that their insight and experience can help deliver positive change. In order to deliver the job purpose the post holder will:

- Build and maintain strong relationships with key AFS stakeholders, including Alcohol and Drug Partnerships (ADPs) and licensing practitioners, to help improve policy and practice at both local and national levels.
- Support stakeholders to identify opportunities for joint working and broker these connections where appropriate. For example, by bringing different partners together with communities at a local level to consider how best to address alcohol harm in their area.
- Identify and create opportunities for stakeholders to develop and share good practice, including by coordinating ADP Knowledge Exchange events and the Licensing Health Stakeholder Group.
- Seek and develop new partnerships and relationships within the community, encouraging and supporting people to advocate for change. A priority area for the next year will be building community capacity to engage in alcohol licensing e.g., by co-producing a community toolkit.
- Plan and develop opportunities for local people and groups, including recovery communities, to get involved in our work and advocate for change e.g., by supporting people to communicate how they are affected by exposure to alcohol marketing.
- Oversee the development of information, resources, and advocacy campaigns to support the delivery of the AFS strategic plan and work programmes.
- Monitor the use and impact of AFS resources and activity at local level. Work with colleagues within Alcohol Focus Scotland and external partners to ensure effective dissemination of good practice and sharing of information across all areas of AFS work.

### 3. Critical Knowledge, Experience and Skills Required

#### *Essential*

- Educated to degree level or equivalent professional experience.
- Ability to build positive relationships with communities, and local groups and organisations.
- Ability to develop, maintain and work collaboratively with a strong network of stakeholders.
- Demonstrable experience of developing collaborative partnerships.

- Experience of formal presentations and speaking at conferences.
- Excellent networking and negotiation skills.
- Excellent written communication and analytical skills and experience of writing reports.
- Experience of managing budgets.

*Desirable*

- Knowledge and experience of the local and national Scottish policy and political environment and decision-making structures.
- Knowledge of the alcohol policy context in Scotland and awareness of the UK, European and international context.
- Experience of working within a fast-moving policy and practice environment.
- Knowledge of evidence-based research findings and legislative developments in relation to reducing the social, health and economic harm and inequality caused by alcohol.
- Experience of working collaboratively and strategically with organisations with an interest in the implementation of evidence-informed, alcohol control measures to reduce harm.
- Knowledge of current alcohol policy, research and practice development.
- Clean current driving licence and access to a car.

**4. Responsibilities of all Alcohol Focus Scotland Staff**

- Manage and prioritise workloads and ensure that deadlines are met.
- Maintain positive working relationships with all members of the Alcohol Focus Scotland staff team and ensure that colleagues are kept up to date with relevant issues and developments.
- Undertake all work in line with AFS organisational values and contribute to team activity across work programmes as required.
- Undertake relevant professional development activities and training as agreed with line manager.
- Maintain confidentiality, including day to day observance of data protection guidelines.
- Adhere to all internal and external policies, procedures and contribute, as required, to their ongoing development.
- If required, work outside normal working hours for which time off in lieu (TOIL) will be given.
- Key holders should secure premises as necessary.
- Have regard for your own and others' health and safety.
- A commitment to equal opportunities and anti-discriminatory practices.