

## Job Description

<b>Job Title:</b>	<b>Senior Co-ordinator (Treatment &amp; Recovery Policy)</b>
<b>Accountable to:</b>	Partnerships and Engagement Manager
<b>Salary:</b>	£32,000
<b>Location:</b>	In line with current Government guidelines all AFS staff are mainly working from home, with occasional attendance at the office at 166 Buchanan Street, Glasgow, G1 2LW. Once restrictions are eased, the normal place of work will be the office. 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 Vision and Mission

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 support delivery of AFS's Strategic Plan by leading, developing and delivering AFS's Saving Lives, Promoting Recovery programme which seeks to support national policy and local practice in treatment and recovery. In order to deliver the job purpose the post holder will:

- Lead Alcohol Focus Scotland's engagement with key partners in treatment and recovery across Scotland, including with the Scottish Government Alcohol Treatment Team and Alcohol and Drug Partnerships (ADPs), to enhance understanding of the impact of national alcohol treatment and recovery policy at a local level, with a particular focus on:
  - a) policy and practice development to prevent alcohol deaths; and
  - b) promoting support for high quality, innovative, person-centred treatment and recovery services for people with alcohol problems.
- Undertake bespoke development work with selected national and local partners on approaches to alcohol death prevention, treatment and recovery, in line with Alcohol Focus Scotland's strategic and business plans. This will focus on understanding current practice; identifying and sharing learning; and developing practical tools and support for local improvement. Priority areas for the next two years are:
  - a) Supporting local areas to undertake alcohol death reviews and producing a national overview;
  - b) Scoping existing hospital-based service support for people with alcohol problems;
  - c) Scoping existing 'assertive outreach' approaches which enable services to maintain connections with people; and
  - d) Scoping existing use of fibroscanning and other early intervention opportunities.

### 3. Critical knowledge, skills and experience required:

#### *Essential*

- Educated to degree level or equivalent experience.
- Experience of working collaboratively and strategically with organisations and agencies to effect change in policy and practice.

- Experience of networking, relationship-building and developing collaborative partnerships at a strategic level.
- Ability to influence and support policy and practice by developing information, tools, and materials.
- Experience of analysing, interpreting and communicating evidence and research to support policy and practice development.
- Excellent written and verbal communication and presentation skills, with the ability to articulate key messages to a range of audiences.
- Knowledge and understanding of the local and Scottish policy context, and decision-making structures relevant to alcohol service delivery.

#### *Desirable*

- Experience and knowledge of current Scottish and local alcohol policy, research and practice development.
- Understanding of the current alcohol treatment and recovery context and of care pathways.
- Experience of working collaboratively and strategically with organisations and agencies with an interest in the implementation of evidence-informed, alcohol interventions to reduce harm.
- Experience of monitoring and evaluation processes and techniques.
- Experience of designing and delivering tools for service improvement.
- Experience of designing and facilitating learning opportunities and events.
- Experience of managing budgets.

#### **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.