

Role Description – Community Alcohol Partnerships (CAP) Adviser for Scotland

Overview of the role

This is an opportunity to take a leading role in helping to change Scotland's relationship with alcohol starting with young people. Community Alcohol Partnerships (CAP) is looking to engage the services of a results-oriented consultant with great people skills to set up CAP projects in high harm areas.

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 familiarisation 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 applicant 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
- 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
 - Produce a monthly progress report on all schemes and pipeline activity



- Attend and participate in regular CAP update meetings on Microsoft teams (x12 pa)
- 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

Remuneration: Consultancy fee of £320 per day depending on experience. Work will depend on ability to generate interest in setting up new CAPs but we anticipate as a guideline engaging a minimum of 2.5 days of consultancy per week or around 100 days per annum. All reasonable and agreed travel expenses will be paid in line with invoice arrangements.

Deadline for applications: 28 February 2024



How to apply

Read the role description



Tell us in a covering letter why you'd like the role and what skills and experience you feel you could bring



Email your CV/business resumé and your application letter to Gillian Walters, Head of Business and Operations - Gillian@communityalcoholpartnerships.co.uk by midday 28 February 2024



Shortlisted applicants will be asked to attend an interview in early April (date TBC)

If you want to find out more or have any queries please contact Gillian Walters, on 07825 225018 or email gillian@communityalcoholpartnerships.co.uk

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