



Job Description

Job Title:	Senior Coordinator (Policy)
Accountable to:	Policy and Research Manager
Salary:	£32,000
Status:	Full time (34.5 hours per week)
Location:	Flexible and hybrid working: The normal place of work is 166 Buchanan Street, Glasgow, G1 2LW, however, AFS encourages flexible and hybrid working to meet the needs of the post and to accommodate the post-holder.

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 action that works for people and reduces health inequalities.

Job purpose

To lead and oversee the provision of policy and research support across the organisation in the areas identified in AFS's strategic plan. Current priorities include promoting regulation that reduces exposure to alcohol marketing; increasing support for stronger controls on where, when and how alcohol is sold and ensuring the effective implementation of licensing legislation; broadening support for optimising minimum unit pricing; and supporting national policy and local practice in treatment and recovery.

Specifically, the post holder will:

- Oversee thorough and critical reviews of available research, data and evidence to ensure AFS has up-to-date and accurate information on key issues and that this is reflected in all communications.
- Identify and produce policy options and recommendations based on best available evidence and theories of change.
- Identify policy and strategic consultations of relevance to AFS's strategic plan and coordinate the submission of appropriate responses.
- Support the development and coordination of advocacy campaigns on key alcohol issues in support of the strategic plan, in collaboration with AFS colleagues in particular, the Senior Communications Coordinator.
- Support AFS's contributions to parliamentary debates, committees, cross-party groups and legislation.
- Produce high quality, evidence-based research reports, policy briefings, blogs and press articles for a range of internal and external audiences on key policy issues.
- Contribute to project-based working, collaborating with colleagues to deliver AFS's strategic plan.
- Build and maintain relationships, and facilitate networks, with local and national stakeholders,
- Support the incorporation of lived and living experience into AFS's policy and advocacy work.
- Undertake bespoke development work with selected national and local partners, as required.
- Line manage staff as required.

Person Specification Criteria

Essential

- Educated to degree level or equivalent experience.
- Knowledge and experience of the Scottish and UK policy and political environment and decision-making structures.
- Experience of working within a fast-moving policy and practice environment (*minimum 3 years*).
- Experience of networking, relationship-building and developing collaborative partnerships at a strategic level to effect change in policy and practice (*minimum 3 years*).
- Experience of analysing, interpreting and communicating complex evidence and research to support policy and practice development and to inform advocacy campaigns.
- Demonstrable written communication skills with evidence of proficiency in producing high quality research, policy reports, briefings, and media content for all audiences.
- Excellent oral communication skills, with ability to articulate the organisation's vision and direction to a wide range of audiences, including delivering formal presentations and speaking at conferences.
- Proficiency in the use of Microsoft Office Suite.
- Experience of engaging with politicians and other decision-makers to influence policy.
- Excellent research and analytical skills.
- Excellent organisational skills.
- An understanding of, and commitment to, the values of partnership working.
- Motivated and resourceful, with an ability to work autonomously and as part of a wider team, when required.

Desirable

- Post graduate qualification in public health policy, social policy, or similar.
- Knowledge and understanding of the local policy context and decision-making structures relevant to alcohol service delivery
- Knowledge and awareness of the alcohol policy and wider public health context in Scotland, the UK, in Europe and internationally.
- Experience of working collaboratively and strategically with organisations with an interest in the implementation of evidence-informed, alcohol control measures to reduce harm.
- Experience in overseeing research projects.
- Experience of developing partnerships with academic partners.
- Experience of dealing with the print and broadcast media.
- Awareness of human rights, equality and inclusion issues as they affect people who experience disadvantage.
- Experience of managing budgets.

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.