

Context and background: Officer Business Services

ASH Scotland

Action on Smoking and Health (ASH) Scotland is the independent Scottish charity taking action to reduce the harm caused by tobacco. Our vision is that everyone has the right to good health and to live free from the harm and inequality caused by smoking. We work in and for Scotland.

ASH Scotland strategic priorities

ASH Scotland's strategic priorities are to:

- Inform and influence action to reduce inequalities in tobacco use
- Inform and influence action to prevent NCDs (non-communicable diseases), and to prevent youth tobacco uptake of tobacco and related products
- Provide leadership on tobacco and related issues in and for Scotland, and towards the 2034 target

Our work is grounded in evidence and informed by experience.

The team

This post is part of ASH Scotland's Business Service Team with cross-organisational support responsibilities. We are looking for someone who will join to support a wide range of Business Services functions across;

- Facilities
- Health and Safety
- Learning and Development
- HR administration
- IT support

Over the coming year, priorities for this role will include working with the Senior Manager and Senior Officer Business Services to:

1. Undertake duties relating to facilities management and general running of ASH Scotland premises ensuring they remain maintained and cost effective.
2. Coordinate the Health and Safety provision of our building and assist the Senior Team in supporting our people.
3. Support the Senior Manager and Senior Officer in learning and development of the staff team, specifically in hybrid working and maintenance of the electronic office.
4. Provide support for the general business and HR support requirements of ASH Scotland and assist other staff as required, including with organising online and in-person events as required.
5. Provide business support to our staff and workstreams alongside supporting the general administration of ASH Scotland.
6. Assist the staff team with Information Technology and liaise with our IT partners as required.