**Health and Social Care Alliance Scotland**

**Job description**

**Job title** **Gambling Harm Development Officer**

**Employer Health and Social Care Alliance Scotland (the ALLIANCE)**

**Reporting to Programme Manager – Special Projects**

**Purpose of the Role**

The Gambling Harm Development Officer will:

* Support the delivery of the day-to-day business of Scotland Reducing Gambling Harm; working inclusively with relevant stakeholders from across the sector including people with lived experience, Third Sector Organisations, Public Health Scotland, Scottish Government etc.
* Support the work of the Scotland Reducing Gambling Harm programme, with wider ALLIANCE colleagues, to raise awareness of gambling harm and promote a public health approach to tackling those harms.
* Support and promote the Scottish Gambling Harm Lived Experience Forum, and the wider ALLIANCE’s, engagement with stakeholders, to ensure the voice of people with lived experience of gambling harm is heard.

**Tasks and Responsibilities**

* Support Scotland Reducing Gambling Harm in their work to reduce gambling harm in Scotland by advocating for a public health approach
* Support the development and delivery of activities to engage with, learn from, and empower people with lived experience of gambling harm through the Scottish Gambling Harm Lived Experience Forum and other activities.
* Support the coordination, planning and delivery of events, including six-weekly meetings of the Scottish Gambling Harm Lived Experience Forum.
* Engage with stakeholders, build strong relationships and support the programme’s work to facilitate a strong Scottish voice on action to prevent, mitigate and tackle gambling harm.
* Support the dissemination of the learning gained through the Lived Experience Forum and broader networking to contribute to research, influencing and policy development.
* Support the creation of spaces and places for people to come together, explore gambling harm and identify solutions to prevent and tackle their impact in Scotland.
* Support the development and delivery of action to influence policy and public affairs, including parliamentary monitoring and writing effective policy briefs and consultation responses.
* Facilitate panels, focus groups, workshops etc.
* Produce high quality information including reports, articles and presentations
* Attend relevant stakeholder meetings on behalf of the programme and report back
* Undertake literature reviews, background research and analysis as appropriate
* Support communications activities including updating the ALLIANCE website, preparation of bulletins and using social media to promote events and communications activities
* Prepare DPIAs and update the data audit
* Provide direct day-to-day support to the Special Projects team
* Any other relevant duty as reasonably required

**Data protection**

In line with national legislation, and organisational policy, you will ensure that all data is processed in a fair, lawful and transparent way, for the specific registered purpose and will not allow data to be disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations. This will include ensuring that DPIAs and privacy statements are produced and authorised in advance, with fair notice and in line with policy.

**Person Specification**

**Essential**

* Experience of engaging with people in interactive and creative ways
* Excellent relationship building and interpersonal skills
* Understanding of the effect gambling harm, commercial determinants of health and social issues have on people’s lives
* Enthusiastic approach to involving, supporting and responding to stakeholders
* Excellent inclusive communication skills, particularly written skills
* Demonstration of effective interpersonal skills including empathy, emotional intelligence and active listening
* Understanding and commitment to: equal opportunities; non-discrimination; and the principle of people being the experts in their own lives and being at the heart of policy, support and services
* Good understanding of the Scottish gambling harm policy landscape
* Excellent IT skills
* Experience of using social media as an engagement tool
* Experience of carrying out social research and consultation
* Ability to work effectively as part of a team
* Ability to work autonomously
* Confidence in preparing and delivering presentations
* Understanding of the health and social care sector and third sector and where the ALLIANCE sits within it.

**Desirable**

* Educated to degree level or equivalent through experience
* Lived experience of gambling harm, including as an affected other
* Good understanding of social policy and politics in Scotland

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