



RECRUITMENT PACK – DEVELOPMENT OFFICER (ENGAGEMENT)

Introduction

Thank you for your interest in the position of Development Officer (Engagement) at ASH Scotland. This recruitment pack is designed to give you a clear and detailed understanding of the role and its context within our organisation. Inside, you will find information about the key responsibilities, job description, person specification, workplace benefits, and our organisational structure. We also outline the strategic priorities that guide our work and the environment in which this post operates.

This is a key role in helping us connect with communities and partners to drive forward our mission for a tobacco-free Scotland. To get a feel for the kind of work we produce, we encourage you to explore our online learning portal, school packs, briefings, and reports.

For details on how we use and protect your data, please refer to our [privacy policy](#). We look forward to learning more about you.

About ASH Scotland

Action on Smoking and Health Scotland (ASH) is an independent charity dedicated to tackling the harm caused by tobacco and related products across Scotland. We believe that everyone deserves the opportunity to enjoy good health and live free from the inequalities and damage linked to smoking. Our work is rooted in and focused on improving lives throughout 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

Job description

Job Purpose

To support the effective engagement with target audiences and external stakeholders in order to enhance understanding, policy, and practice in line with the evidence base and the agreed workplan and striving towards ASH Scotland's strategic priorities.

Key Responsibilities

The Development Officer will support ASH Scotland's engagement work through the following activities:

1. Contribute, at an operational level, to the development, implementation, promotion and evaluation of specified aspects of ASH Scotland's engagement work.
2. Support the development of activities relating to ASH Scotland's engagement work.
3. Consult, collaborate and exchange information with colleagues and key partners to further the aims and objectives of our work.
4. Develop and disseminate information and resources in relation to current thematic priorities and tobacco and nicotine.
5. Identify and develop new project opportunities in line with the workplan.

Core activities

- 1. Contribute, at an operational level, to the development, implementation, promotion and evaluation of specified aspects of ASH Scotland's engagement work.**
 - To plan, implement, monitor and evaluate specific allocated pieces of engagement work in support of ASH Scotland's workplan.
 - To use existing and new channels to communicate ASH Scotland's work.
 - To identify gaps and opportunities for future development under the organisational priorities.
 - To contribute to the development of opportunities for awareness raising and learning around the workplan themes.
- 2. Support the development of activities relating to ASH Scotland's engagement work.**

- Seek opportunities to promote and expand the work of ASH Scotland with a specific focus on issues relating to the workplan themes.
- Identify organisations working with groups within the priority areas of the workplan themes and explore how we can work together.
- Facilitate and support the development of events, meetings, correspondence and documents relating to engagement issues.
- Maintain an overview of the relevant organisations active in the workplan theme areas.

3. Consult, collaborate and exchange information with colleagues and key partners to further the aims and objectives of our work.

- Engage constructively and effectively with external parties, such as voluntary organisations, policy and representative bodies, networks and alliances to further the aims and objectives of the work plan.
- Participate in appropriate events and networks, promoting and presenting workplan objectives as required.
- Help ensure that ASH Scotland's work is appropriately informed by the views, experiences and needs of service users, communities, representatives and other individuals from within target groups.
- Provide appropriate support and advice to local alliances and partnerships.
- Seek and utilise opportunities to promote the place of tobacco in wider health promotion, health improvement, social and educational initiatives and projects at a local level.
- Work closely and co-operatively with others in the Engagement team, to further the aims and objectives of the work plan.

4. Develop and disseminate information and resources in relation to current thematic priorities and tobacco and nicotine.

- Work collaboratively to contribute to the development of resources in a variety of formats, ensuring that they are in line with latest evidence base and best practice.
- Maintain knowledge relevant to tobacco control, health and social inclusion, particularly within identified areas of the workplan.
- Contribute to the collation, analysis and dissemination of information, statistics, reports and other resources.
- Contribute to the maintenance of the content of the relevant section of the organisation's website.

- Deliver presentations or briefings at appropriate networking events, conferences etc.

5. Identify and develop new project opportunities in line with the workplan themes.

- Be aware of, and develop, opportunities to generate new project opportunities.
- Keep the rest of the team informed of possible new project opportunities.

Shared Responsibilities for All ASH Scotland Staff

- Effectively manage your workload, prioritising tasks to meet deadlines and support organisational goals.
- Work collaboratively and flexibly with colleagues across ASH Scotland to help achieve our shared aims and objectives.
- Maintain open and constructive communication with your team and the wider organisation, ensuring everyone stays informed about relevant developments.
- Take part in professional development, including training and learning opportunities agreed with your line manager.
- Carry out other duties as required, including tasks that support ASH Scotland's strategic objectives and are appropriate to your role level.
- Respect confidentiality, especially when handling sensitive or privileged information, and follow Data Protection guidelines at all times.
- Follow all organisational policies and procedures and contribute positively to their ongoing review and improvement.
- Be flexible with working hours, occasionally working outside standard hours when needed (with time off in lieu provided).
- Take responsibility for your own health and safety and help maintain a safe working environment for others.
- Champion equality, diversity, and inclusion in all aspects of your work, helping to create a welcoming and respectful environment for colleagues, partners, and service users.

Person specification

Qualifications

Essential	Desirable
A degree-level qualification or equivalent relevant experience. Assessment level - Application	Relevant qualification e.g. in public health, social sciences, community development, or related field. Assessment level - Application

Experience and skills

Essential	Desirable
Experience in stakeholder engagement: initiating, building and developing relationships with individuals and organisations. Assessment level – Application, Interview	Understanding of public health and social policy in Scotland. Assessment level – Application, Presentation
Experience of project planning and co-ordination. Assessment level - Application, Interview, Presentation	Understanding of the policy landscape at national and local level relevant to ASH Scotland's work. Assessment level – Application, Presentation
Experience of partnership working and networking. Assessment level - Application, Interview	Experience of contributing to resource development and messaging. Assessment level - Interview
Experience of how to gain insight from engagement work. Assessment level - Application, Interview, Presentation	Experience of designing and conducting small-scale action research projects, including data analysis and report writing.

<p>Experience of planning and managing meetings, group sessions, training or other consultation discussions, both in-person and online.</p> <p>Assessment - Interview</p>	<p>Assessment level – Interview, Presentation</p>
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Personal attributes

Essential	Desirable
<p>Ability to understand the needs and interests of partners and to tailor approaches accordingly.</p> <p>Assessment level - Interview</p> <p>Excellent written and verbal communication skills, confidence in public speaking and ability to adapt communication style appropriately according to context.</p> <p>Assessment level – Application, Interview, Presentation</p> <p>A highly motivated enthusiastic self-starter with a pro-active approach to work.</p> <p>Assessment level – Application, Interview</p> <p>Ability to manage competing tasks and prioritise own workload.</p> <p>Assessment level - Interview</p> <p>Excellent organisation skills.</p> <p>Assessment level – Interview, Presentation</p>	<p>Committed to constructive continuing professional development.</p> <p>Assessment level - Interview</p> <p>Ability to work effectively as part of a team.</p> <p>Assessment level - Interview</p> <p>Good level of IT literacy.</p> <p>Assessment level – Application, Presentation</p>

Willingness to work flexibly and occasionally out with normal working hours as required.	
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Assessment level - Interview

Resources

We recommend reviewing the resources below to gain a fuller understanding of the role, its responsibilities, and the wider purpose within ASH Scotland. This will help you prepare a strong application and feel confident about the expectations of the position.

[UK Tobacco and Vapes Bill](#)

[Scottish Government's Tobacco and Vaping Framework: Roadmap to 2034](#)

[ASH Scotland's Strategic Priorities](#)

[Our impact - ASH Scotland](#)

[NCD Alliance Scotland: 'NCD Prevention: A Commercial Determinants of Health Approach'](#)

Working practices and benefits

Salary structure

At ASH Scotland, we use an independent salary scale to ensure fairness and transparency. New team members usually start at the first point of the relevant scale. Subject to performance and available funding, staff typically receive a cost-of-living increase every April and move up one scale point on their work anniversary.

Pension

We offer a workplace pension scheme through Aviva, with an employer contribution of up to 7% and a minimum employee contribution of 5%.

Life Assurance

All employees are covered by a death-in-service scheme, providing a lump sum of four times your salary to your nominated beneficiary, subject to eligibility.

Sick Pay

Our sick pay scheme is graded based on length of service, offering financial support during periods of illness.

Income Protection Scheme

If you're unable to work due to illness, our Income Protection Scheme can provide up to 75% of your salary for up to three years, depending on eligibility. Any payments from this scheme may reduce standard sick pay accordingly.

Employee Assistance Programme (EAP)

We offer access to a confidential Employee Assistance Programme, providing support for mental health, wellbeing, and personal or work-related challenges.

Annual Leave

Employees receive 25 days of annual leave plus 10 statutory public holidays. These 35 days can be taken flexibly, with approval from a line manager, to accommodate diverse social and religious needs. Staff may also opt to exchange part of their

salary for up to five additional days of leave per year. A seasonal free day is also provided annually.

Flexible Working

Standard working hours are 35 hours per week, typically 9:00am to 5:00pm with a one-hour lunch break. Staff may choose to participate in our flexi-time scheme, which operates between 8:00am and 6:00pm with a minimum 30-minute lunch break.

Organisation chart

