**Job Description**

**Job Title: Policy and Development Co-ordinator (ADP Support)**

**Accountable to**: Senior Policy and Development Co-ordinator (Controlling Sales)

**Salary**: £30K

**Location**: 166 Buchanan Street, Glasgow.

**1. Alcohol Focus Scotland’s Purpose and Vision**

Alcohol Focus Scotland’s primary purpose is to reduce the harm caused by alcohol. This will be achieved by bringing about a significant reduction in alcohol consumption across the population, improving the health and well-being of millions of Scots.

**2. Job Purpose**

To have a lead role in providing policy and development support to Alcohol & Drug Partnerships (ADPs) across Scotland. In order to deliver against the job purpose the post holder will:

* Lead Alcohol Focus Scotland’s engagement with ADPs to enhance understanding of the impact of national alcohol policy at a local level, with a particular focus a) on implementation of whole population approaches; and b) on ensuring high quality, person-centred treatment and care services.
* Undertake bespoke development work with selected ADPs in line with Alcohol Focus Scotland’s strategic plan, with an initial focus on community engagement in alcohol licensing.
* Develop practical resources to support ADP work at local level, with an initial focus on collaborating with local partners to create an alcohol-related deaths prevention toolkit.
* Lead on the coordination and development of learning events, information and support for ADPs to understand evidence informed policy.
* Monitor the use and impact of AFS resources and activity at local level. Work with colleagues within Alcohol Focus Scotland and external partners to ensure effective dissemination of good practice and sharing of information across all areas of AFS work.

**3. Critical Skills Required**

* Strong relationship building and partnership working skills with the ability to coordinate the engagement of stakeholders.
* Ability to work collaboratively and strategically with organisations and agencies to affect change in policy and practice.
* Ability to develop information, tools, materials and approaches to influence and support policy and practice.
* Ability to gather, analyse, interpret and communicate evidence and research to support policy and practice development.
* Skilled in the development of communication strategies and the ability to articulate key messages to a range of audiences.
* Ability to design and facilitate high quality learning opportunities and events.
* Skilled in influencing and networking.
* Excellent written and verbal communication and presentation skills.

**4. Characteristics**

*Essential*

* Educated to degree level or equivalent.
* Experience of working within a fast moving policy and practice environment (minimum 3 years).
* Experience of developing collaborative partnerships at a strategic level (minimum 3 years).
* Excellent networking, relationship-building and negotiation skills.
* Experience of analysing, interpreting and communicating evidence and research.
* Excellent written communication skills with experience of writing reports and resources for different audiences.
* Knowledge and understanding of the local and Scottish policy context, and decision making structures of relevance to alcohol control and service delivery.
* Experience of formal presentations and speaking at conferences.
* Understanding of current alcohol treatment and care context and pathways.
* An understanding of and commitment to the values of partnership working.
* A commitment to equal opportunities and anti-discriminatory practices.
* Proficiency in the use of Microsoft Office.

*Desirable skills and experience*

* + Clean current driving licence and access to a car.
* Demonstrable experience and knowledge of current Scottish alcohol policy, research and practice development.
* Experience of designing and facilitating learning opportunities.
	+ Experience of managing budgets.
* Experience of monitoring and evaluation processes and techniques.
* Knowledge of research findings and legislative developments in relation to effective national and local alcohol policies.
	+ Experience of working collaboratively and strategically with organisations and agencies with an interest in the implementation of evidence-informed, alcohol control measures to reduce harm.