



## Job Description

<b>Job Title:</b>	Senior Coordinator (Learning and Development)
<b>Accountable to:</b>	Learning & Development Manager
<b>Salary:</b>	£32,000
<b>Location:</b>	In line with current Government guidelines all AFS staff are working from home. Once restrictions are eased the normal place of work is 166 Buchanan Street, Glasgow, G1 2LW, however, travel and occasional overnights may be required to deliver training (travel expenses paid in line with AFS's policy).
<b>Status:</b>	Full-time (34.5 hours)
<b>Working hours:</b>	Flexible working is encouraged to meet the needs of the post and to accommodate the post-holder.

### 1. 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 interventions that work for people and communities and which reduce health inequalities.

### 2. Job Purpose

To lead the development, production and delivery of learning resources, training and information in line with Alcohol Focus Scotland's strategic plan. To support the income generation strategy by identifying opportunities, by contributing to sound financial planning and management, and by marketing the learning and development products.

In order to deliver against the job purpose the post holder will:

- Lead the development and delivery of new learning and development products in partnership with new and existing stakeholders (including practitioners, partner organisations and policy makers), which meet their current and emerging needs and support Alcohol Focus Scotland's objectives and income generation strategy.
- Lead on the development and efficient management of compliance and quality assurance of Alcohol Focus Scotland's Learning & Development function in line with Awarding Body requirements regulations.
- Develop and maintain strong and effective working relationships with key stakeholders (including practitioners, policy makers and partner organisations), to ensure our objectives and their needs are met.
- Identify and develop new markets for our existing resources as well as opportunities for new business.
- Support the development and delivery of a pricing and marketing strategy for learning and development.
- Deliver a diverse suite of alcohol-related learning opportunities and training courses to a wide range of stakeholders and audiences.
- Lead the development and implementation of monitoring and evaluation processes for all learning and development activities.
- Manage staff as required.

### **3. Critical knowledge, skills and experience required:**

#### *Essential*

- Educated to degree level in a relevant subject, Chartered Member of the CIPD (or equivalent) or equivalent professional experience.
- Experience of delivering in a wide-ranging learning and development role (minimum 3 years).
- Experience of developing effective collaborative partnerships with a wide range of stakeholders at a strategic level, to effect changes in policy and practice (minimum 3 years).
- Experience of designing and delivering high quality training, including developing creative resources and tools, to meet the current and emerging needs of stakeholders and to deliver learning outcomes.
- Experience of developing and devising innovative learning and development opportunities to suit the needs of a range of partners and stakeholders.
- Experience of developing and delivering blended and/or e-learning programmes.
- Ability to gather, analyse, interpret and communicate research and information, to inform learning and development packages.
- Excellent 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.
- Excellent written communication and analytical skills, and experience of writing reports.
- Experience of managing budgets and developing pricing structures for learning and development opportunities.
- Experience in the design and implementation of monitoring and evaluation processes to evidence outcomes.

#### *Desirable*

- Experience of organisational compliance with qualification-awarding body requirements and systems.
- Experience of identifying and responding to income generation opportunities and of marketing learning and development courses.
- Experience of managing staff, motivating colleagues to achieve outcomes and objectives.
- Knowledge and understanding of current alcohol policy, research and practice development.
- Awareness of human rights, equality, and inclusion issues as they affect people who experience disadvantage.
- Clean current driving licence and access to a car.

### **4. 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.