



## Job Description

<b>Job Title:</b>	Policy Manager Maternity Cover (Fixed Term 1 Year)
<b>Accountable to:</b>	Chief Executive
<b>Salary:</b>	£43-£45k per annum
<b>Location:</b>	Flexible and hybrid working: The normal place of work is 166 Buchanan Street, Glasgow, G1 2LW, however, we encourage flexible and hybrid working to meet the needs of the post and to accommodate the post-holder.

### 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.

### Job purpose

To lead, develop and monitor AFS's programmes of work, working in partnership with the Involvement and Policy Manager and the Communications and Public Affairs Manager, to support the Chief Executive in the delivery of the strategic priorities, as defined by the Board and outlined in the strategic plan. Current priorities include building support for comprehensive restrictions on alcohol marketing; and advocating for mandatory alcohol labelling.

Specifically, the post holder will:

- Lead, develop and monitor AFS's programmes of work on alcohol marketing and labelling, overseeing delivery and ensuring that they are evidence-based, outcome-focused and fully aligned with strategic priorities
- Oversee the development and coordination of the Alcohol-Free Childhood advocacy campaign.
- Identify consultations of relevance to AFS's strategic plan and coordinate the submission of appropriate responses.
- Cultivate and sustain strategic relationships with decision-makers, senior colleagues, and other key stakeholders
- Produce high quality, evidence-based research reports, policy briefings, blogs and press articles for a range of internal and external audiences on key policy issues.
- Contribute to project-based working in collaboration with colleagues.
- Support the incorporation of lived and living experience into AFS's policy and advocacy work.
- Represent AFS in meetings, print and broadcast media, and at events and conferences as required.
- Contribute to improving the good governance of AFS, including through active participation in the Senior Management Team.
- Prioritise and manage staff and financial resources required to deliver programmes of work to ensure the delivery of strategic objectives.
- Line manage the two Senior Coordinators (Policy) and other staff as required.
- Support the Chief Executive to deliver AFS's values, mission, vision and objectives as described in AFS's strategic plan.

## **Critical knowledge, experience and skills**

### *Essential*

- Proven experience in developing evidence-informed policy and influencing decision-makers.
- Strong track record in leading multi-disciplinary teams and delivering strategic objectives.
- Effective project management skills with a focus on outcomes and impact.
- Excellent communication skills, including the ability to convey complex messages to varied audiences.
- Ability to build and maintain productive partnerships with a wide range of stakeholders.
- Strategic thinker with problem-solving skills and experience of translating strategy into operational plans.
- Knowledge of public health policy in Scotland and awareness of UK, European, and international contexts.
- Educated to degree level or with equivalent experience.

### *Desirable*

- Experience of senior management.
- Experience of working in the voluntary sector.
- Experience of interacting with print and broadcast media and experience of acting as an organisational spokesperson.
- Experience in financial planning and income generation.
- Awareness of human rights, equality and inclusion issues as they affect people who experience disadvantage.

## **Responsibilities of all Alcohol Focus Scotland staff**

- Manage and prioritise workloads to ensure that deadlines are met.
- Maintain positive working relationships with all AFS staff and relevant Board members, ensuring 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.
- Have regard for your own and others' health and safety.
- Demonstrate a commitment to equal opportunities and anti-discriminatory practices.