



ALCOHOL HEALTH ALLIANCE JOB DESCRIPTION

Policy and Advocacy Manager

For the Alcohol Health Alliance UK based at the Institute of Alcohol Studies

Salary £35,000 per year including London weighting

Fixed 24-month contract

About the Alcohol Health Alliance

The Alcohol Health Alliance UK (AHA) is a group of over 50 organisations including the Royal College of Physicians, Royal College of GPs, British Medical Association, Alcohol Concern and the Institute of Alcohol Studies. The AHA works together to:

- Highlight the rising levels of alcohol-related health harm
- Propose evidence-based solutions to reduce this harm
- Influence decision makers to take positive action to address the damage caused by alcohol misuse.

For further information, visit www.ahauk.org

Purpose of Role

Based in the Institute of Alcohol Studies (IAS) offices in Westminster and reporting to the IAS Head of Policy, you'll be undertaking campaigning and policy activities for a coalition of organisations - the Alcohol Health Alliance- to support their campaigning objectives around alcohol harm reduction. You will be the first port of call for enquiries, briefings and the latest up to date information on campaigns. You will identify opportunities to influence policy development and legislation, promoting the recommendations from the AHA's evidence-based alcohol strategy *Health First*. You will work closely with the AHA Policy and Communications Officer and the AHA Chair.

The 24-month contract is a full-time role based on 37.5 hours a week Monday to Friday and is offered according to IAS general terms and conditions.

Areas of Responsibility

- Work with AHA member organisations to develop campaigning priorities and approaches, and lead on collaborative campaign events.
- Identify stakeholders outside of the AHA to engage with and garner additional support for the campaigns.
- Identify and build relations with key parliamentarians and policymakers, developing a political contact programme and updating a central AHA parliamentary database.
- Monitor and report on relevant parliamentary activity and proactively identify opportunities to influence party political debates, legislation, consultations and select committees in relation to our work.



- Translate complex research and policy analysis into campaign messages. Produce policy documents and briefing notes.
- Represent the AHA at meetings with civil servants and parliamentarians and at events or conferences as appropriate.
- Ensure the involvement of AHA members in policy and campaigns planning, research and implementation including organising and leading a regular phone call with AHA group members.
- Coordinate other research activities that support the broader policy goals with other AHA member organisations and write reports as necessary.
- Coordinate joint letters and statements with AHA members and wider stakeholders.
- Be the first point of contact for AHA policy enquiries.
- Work closely with AHA Secretariat, and in particular the AHA Policy and Communications Officer to ensure campaign work fits with AHA wider objectives and communication with member organisations is effective and not duplicated.

Essential skills, knowledge and experience required for this post are:

- Previous experience of working in a policy and campaigns role.
- Thorough understanding of public health policy and the health sector.
- Working knowledge of Westminster and Whitehall and parliamentary procedures.
- Excellent organisational skills with a proven ability to meet deadlines, attention to detail and ability to work in a small team.
- Proven ability to coordinate member organisations in a coalition.
- Highly motivated and ability to develop and build positive working relationships with senior colleagues and stakeholders.
- Outstanding communications skills both written and oral with the ability to translate complex research, statistics and data into engaging copy for a range of audiences.
- Good negotiation skills with the ability to manage relationships with tact and diplomacy.
- Flexible and ability to work quickly as situations develop and change.
- Highly self-motivated creative and determined with the ability to take initiative and problem solve effectively.
- Ability to prioritise and manage own workload when juggling numerous projects on a range of different projects or enquiries.
- Presentational skills or the ability to make presentations to external organisations and events.

An understanding of alcohol policy is desirable but not essential.



Apply for this role

To apply for this role, please send a CV and cover letter outlining how you meet the criteria to Kellie Donaldson at kdonaldson@ias.org.uk.

The deadline for applications is **5pm Friday 23rd February 2018**.

First interviews will be held on Wednesday 7th March 2018 and successful candidates will be invited back for final interviews on Monday 19th March 2018.

IAS is committed to implementing a comprehensive Equal Opportunities Policy and we welcome applications from all sections of the community.