Institute of Alcohol Studies Job Description: Head of Policy

The Institute of Alcohol Studies is an independent institute bringing together evidence, policy and practice from home and abroad to promote an informed debate on alcohol’s impact on society. Our purpose is to advance the use of the best available evidence in public policy decisions on alcohol. We sit on a number of government advisory boards and play an active role in key campaigning coalitions including the Alcohol Health Alliance UK, Alcohol and Families Alliance and the European Alcohol Policy Alliance. We are looking to recruit an experienced policy professional to join our small team based in Westminster, London. This is an exciting opportunity to work in a well-respected institute, on a high-profile public policy portfolio alongside senior researchers and campaigning groups.

Post title: Head of Policy (Maternity Cover)

Contract: Full time (37.5 hrs pw) 12 months fixed term, commencement May 2019

Location: Alliance House, 12 Caxton Street, London, SW1H 0QS

Reports to: Chief Executive

Salary: £45-50k (dependent on experience) + defined contribution pension

Holiday Entitlement: 25 days

Job Purpose

The purpose of this role is to coordinate the IAS policy and public affairs programme of work, in line with the organisation’s strategic objectives. Key responsibilities for the post holder will be to:

- Ensure IAS engages effectively with relevant key stakeholders including parliamentarians, policymakers, researchers, NGOs and the media
- Provide strategic direction and leadership for the policy and campaigning work of the Alcohol Health Alliance and Alcohol and Families Alliance and identify opportunities for partnership and collaboration with relevant organisations including national charities and medical royal colleges
- Manage relationships and work closely with senior clinicians and experts in the fields of alcohol, health and family support
- Manage projects and coordinate the delivery of tactics to meet IAS policy objectives
- Manage the production of high-quality persuasive policy reports, written briefings and responses to public consultations based on the latest available evidence
- Develop evidence-based policy positions on emerging areas of interest relevant to IAS objectives
- Represent IAS at external meetings and in the media where appropriate
- Line manage two direct reports, providing effective leadership and coaching
- Identify opportunities to further develop the IAS strategic plan and make recommendations for managing complex situations
**Person Specification**

The post-holder must be a proactive, self-motivated and disciplined worker, able to multitask and balance priorities effectively.

The essential requirements for this role are:

- A good honours degree, ideally in social sciences
- Significant experience of working in policy or public affairs, with working knowledge of Westminster and Whitehall
- Proven ability to manage projects and meet deadlines
- Leadership and line management experience
- A comprehensive understanding of public health policy processes, analysis and the role of research in policy development
- Outstanding communications skills both written and oral with the ability to translate complex research, statistics and data into engaging and persuasive copy for a range of audiences, including the media
- Good negotiation skills with the ability to develop and build positive working relationships with senior colleagues and stakeholders
- Flexible and able 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

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 15 March 2019.

First round interviews will be held on Thursday 21 March. Successful candidates will be invited to attend a second interview on Wednesday 27 March.