

Policy and Research Officer

April 2024

About alcohol harm and Alcohol Change UK

Alcohol harm is widespread, serious - and completely avoidable.

Too many of us fall into the trap of believing that alcohol harm is something limited to a small proportion of so-called 'alcoholics'. While there are, indeed, hundreds of thousands of people with a severe alcohol dependency who deserve our help and support, alcohol harm also affects many millions more people: whether through a diagnosis of cancer, an early death from liver disease, a deepening of mental health problems, a childhood scarred by a parent's drinking, or street violence or domestic violence.

In fact, over 10 million people in the UK are drinking at levels that are risking their health or affecting others. Alcohol harm costs the NHS at least £3.5bn and our police, courts and prisons at least another £4bn. All of us are currently affected by alcohol harm.

But none of this serious alcohol harm is inevitable.

Alcohol Change UK exists to eliminate the harm from alcohol by working to create five big changes in the UK:

- Better policy and regulation
- Healthier drinking cultures
- People taking control of their drinking *before* they require specialist alcohol treatment
- Driving up access to and the impact of specialist alcohol treatment
- New knowledge to ensure that our work and the work of everyone who seeks to reduce alcohol harm is based on the best available evidence.

Our vision and mission:

Our vision: A world free from alcohol harm.

Our mission: To significantly reduce serious alcohol harm in the UK.

Our values:

Truthful: We seek and tell the truth.

Compassionate: We care deeply about everyone seriously harmed by alcohol, whoever they are.

Ambitious for change: We are optimistic and determined.

Research, Policy and Public Affairs at Alcohol Change UK

This is an incredibly exciting time to be joining Alcohol Change UK. We are about to start the first year of our new, ambitious, impact-led five year strategy. Our Research, Policy and Public Affairs team is at the heart of Alcohol Change UK's impact and this role will help to actively prevent and reduce alcohol harm. You'll work to help us develop, communicate and understand policies that will reduce alcohol harm, and shape our influencing work around it. This role is key to making sure that our policies to reducing alcohol harm are scientific, evidence-based and communicated to a diverse range of audiences. You will also help to advise on and manage various internal and external research projects on alcohol harm.

Research, Policy and Public Affairs at Alcohol Change UK

Research

Research is at the heart of our work. Our five-year strategy sets out a dynamic and multi-faceted research work programme which you will be heavily involved in. We are committed to being an evidence-based organisation and to promoting the use of the evidence-base in the policies and practices of others. We commission research, undertake in-house research and fund research through grants. Whether produced, commissioned, or funded, all our research has the same purpose: to reduce alcohol harm for as many people as possible, as fast and sustainably as we can. Our research is predominantly social research – into the causes of alcohol harm and, critically, the solutions. Our team also advises on and supports research and evaluation for other teams in the organisation to inform and improve our work to tackle alcohol harm. We have just completed one of the most interesting and essential research projects in the field, on Re-Framing Alcohol Harm, and are about to begin an ambitious set of projects, including research on no and low alcohol drinks, a project on interventions to reduce stigma related to alcohol and an investigation into harm at all levels of drinking.

Policy and Public Affairs

Better policies and regulation will enable alcohol harm to be reduced faster, more sustainably, and for more people. Indeed, without the right public policies in place, alcohol harm can never be eliminated. We are calm but determined in our work to influence policy, using the evidence-base while also speaking from our values. We have three key policy asks:

- proper, sustainable funding for an alcohol treatment system that is effective, inclusive and free to access
- higher-priced alcohol to reduce consumption amongst those who are at risk of serious alcohol harm
- a regulatory system for marketing, advertising and labelling that is appropriate to the real risks and dangers of alcohol and that protect those at risk.

Through our policy work, you will help the team secure as much commitment as possible from Government to deliver positive change, primarily Westminster, but also linked up with action in Cardiff, Holyrood, Stormont, and internationally. It is an essential part of our philosophy that we combine and balance structural (social determinist) approaches to alcohol harm with approaches that emphasise the empowerment of individuals affected by alcohol harm.

This role

This role will work closely with our Policy and Research Manager (P&RM), Senior Campaigns and Public Affairs Officer (SC&PA) and our Director of Research and Public Affairs (DR&PA) to monitor, collate and analyse our policy and research work and help shape influencing strategies around them. Working on our policy and research functions, you'll be responsible for carrying out research, analysing research from elsewhere, working in coalitions across the sector on our key priorities, writing and responding to consultations, and representing the charity externally on these issues. You will also collaborate with our Senior Campaigns and Public Affairs Officer and colleagues in the communications and engagement teams on our campaigns and public affairs work.

You will work with colleagues across the organisation to communicate our policy and research work to our audiences such as fundraisers, trustees and campaigners, as well as building up the communications around how we talk about our policy priorities in a way that suits different audiences.

Who we're looking for

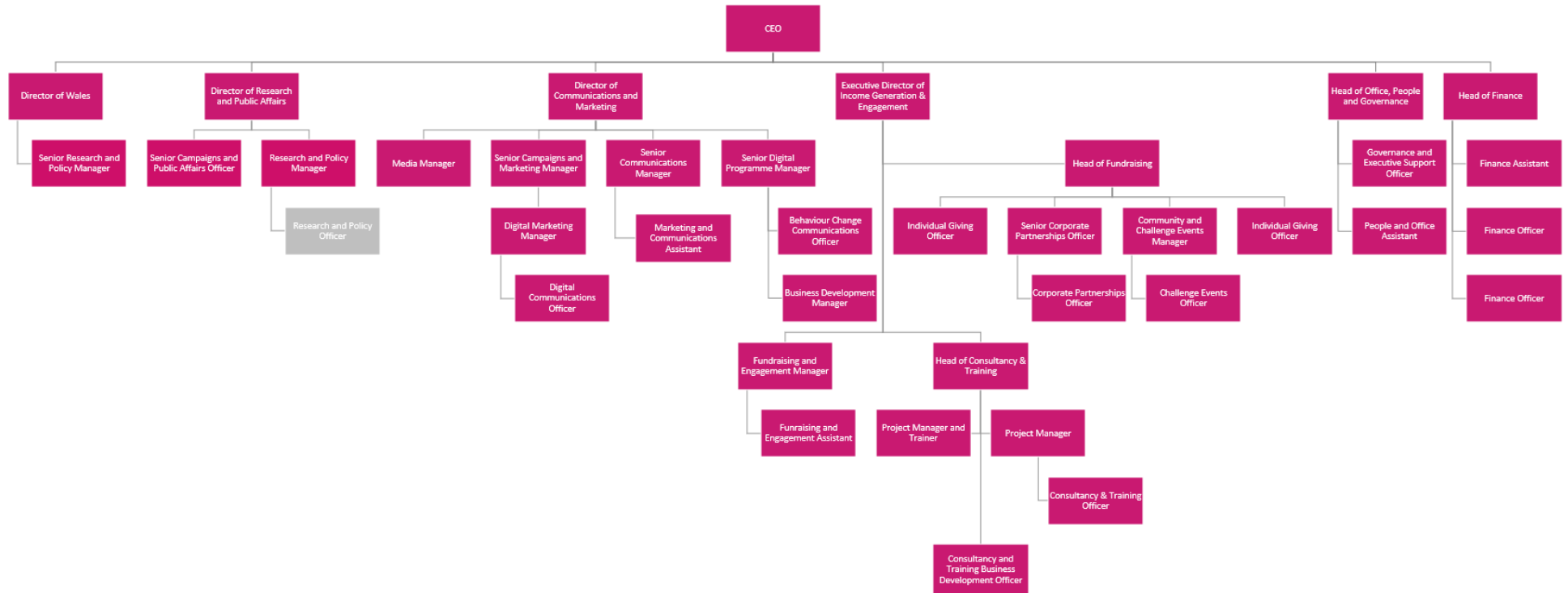
You will have experience of researching, monitoring and writing about policy for a range of audiences. You'll be passionate about using the evidence to create change. You'll have an understanding of the UK policy-making landscape and tactics to achieve change and will be comfortable building up your own knowledge and networks.

You'll have excellent written and spoken communication skills and ability to tailor language according to our audiences such as politicians, our campaigners or academics. You'll be able to monitor and collate research materials and cast a critical eye on new research to assess its validity. You'll be able to juggle multiple responsibilities and work collaboratively with colleagues inside and outside the organisation.

Finally, you'll look at the list of requirements below and, if you haven't got all of this, you'll apply anyway; because you're excited about the role, and you know you can learn any elements that you've not done before. We'll support you all the way. We encourage applications from people who meet most but not all our essential criteria.

We strongly encourage applications from people who have been disabled by society, are from minoritised groups, have personal experience of alcohol harm or have experienced any other form of societal discrimination that has previously held you back. At Alcohol Change UK we will warmly welcome you and embrace your knowledge, experiences and perspectives.

Where you'll fit in



Policy and Research Officer

Role description, April 2024



Reports to: Policy and Research Manager

Direct reports: None

Location: Our well-equipped office is in Kings Cross, London, WC1X 9NW. We encourage staff to work where they wish, at home or in the office, within the limits of the role and taking into account personal circumstances. This role will generally be expected to attend the office at least once a week and will have meetings at other locations in London fairly frequently.

Status: Permanent

Hours: Full-time

Salary: £31,437 to £34,659; possibly more for an exceptional candidate.

Role Summary

This position provides key support for the policy and research functions of the charity, in addition to collaborating on campaigns and public affairs work. You will be responsible for carrying out primary research relevant to the charity's policy and research functions. You'll be monitoring and collating new policy and research materials and contributing to public communications including report-writing, blog posts and social media activity. You'll be providing input into strategic planning regarding policy and research activities. You'll connect with researchers and policy people from other charities and from universities. Finally, you'll be attending conferences and meetings on behalf of the charity.

Key Tasks and Responsibilities

Policy

1. Support the P&RM, DR&PA and CEO in responding to public consultations, advising policymakers and working with national policy and research bodies as appropriate.
2. Represent the charity in meetings with policy partners where appropriate.
3. Attend policy and research conferences on behalf of the charity, providing feedback to the team on key learning and opportunities that arise.
4. Work with the SC&PA and DR&PA to draw up influencing strategies to target key stakeholders on policy priorities.
5. Monitor external research that helps our policy work and opportunities for collaboration.
6. Work with the SC&PA to engage campaigners in our policy work.

Research

8. Work with the P&RM to carry out research activities relevant to the policy and research functions of the charity; including collating and analysing data, and co-authoring reports for both internal and public purposes.
9. Work with the P&RM and the Communications and Marketing teams to produce engaging and accessible communication of research findings for a range of audiences.
10. Monitor and collate new policy and research materials, including research reports, policy documents and media activity. Work with the P&RM to produce internal reports where appropriate and to ensure the charity's activities reflect and respond to the wider policy and research environment.
11. Work with the P&RM on external research projects funded by the charity, including support with assessing the quality of bids by external researchers.

Across both areas

11. Produce social media communications where relevant to policy and research. Work with colleagues across the Research and Public Affairs and Communications and Marketing teams to develop strategies for maximising impact, especially in digital communications.
12. Contribute to strategic planning by contributing to staff meetings, producing supporting materials and providing feedback on public affairs.

The postholder will also be expected to:

- attend training courses and develop skills as required, sharing learning with other staff as relevant
- in unusual circumstances, work weekend and / or evening hours, for which time in lieu will be given
- undertake other reasonable work as requested by the P&RM.

Policy and Research Officer

Person Specification, April 2024



Category	Essential	Desirable
Knowledge, Qualifications	<ol style="list-style-type: none"> 1. Demonstrable understanding of the alcohol policy environment 2. A degree in a social scientific or scientific subject; and including research skills. 	<ul style="list-style-type: none"> • A post graduate qualification in a relevant discipline • Knowledge of subjects or disciplines relevant to alcohol harm reduction (e.g. public health, psychology, social science, policy studies) • Knowledge of the UK parliamentary system
Demonstrable experience of	<ol style="list-style-type: none"> 3. Experience working in a policy or research environment and carrying out primary research 4. Meeting multiple deadlines in a fast-paced environment 	<ul style="list-style-type: none"> • Experience of working in a small organisation or charity
Skills and abilities	<ol style="list-style-type: none"> 5. Strong organisational, planning and time management skills 6. Strong ability to work autonomously and manage a complex workload 7. Excellent communication skills including an ability to communicate complex ideas in a clear and engaging way, both verbally and through a variety of media 8. Comfortable managing a complex and diverse workload 9. Confidence working with senior stakeholders and operating in high level policy contexts 10. Advanced MS Office 	<ul style="list-style-type: none"> • Experience of using charity CRMs such as ThankQ.
Personal attributes and values	<ol style="list-style-type: none"> 11. Excellent attention to detail 12. Excellent aptitude for team-working and creating 'one team' 13. Self-motivated, proactive, hardworking and willing to take the initiative 14. Willing to develop personally and professionally 15. Diplomatic, trustworthy, collaborative 16. An understanding of and commitment to equality and diversity principles and practices. 17. Interest in the mission of Alcohol Change UK and beneficiary centred approach 	<ul style="list-style-type: none"> • Ability to deal with sometimes emotionally difficult content

Working at Alcohol Change UK

Hours of work	35 hours per week. There are no fixed start and end times to the day. All staff can open/close the office.
Flexibility	We love flexibility. We currently offer flexible start and end times each day, around core hours of 10.00am to 3.00pm, with extra flexibility possible by arrangement, for example for childcare arrangements. Time off in lieu is provided where staff work significant extra hours or weekends. All staff can be required to work additional hours over Christmas and New Year to support the Dry January® campaign.
Place of work	Our modern and well-equipped office is located at 27 Swinton Street, Kings Cross, London, WC1X 9NW. We encourage staff to work where they wish, at home or in the office, within the limits of the role and taking into account their personal circumstances. There will be expectations for this role to attend the office and meetings in London fairly frequently (at least once a week). We encourage team members to meet face-to-face with colleagues at least once a week to ensure good team relationships and we require attendance at all staff away days (currently five times a year).
Working culture	We are a small, friendly team but we think big: we're highly professional and we're ambitious to reduce alcohol harm for as many people as possible, as rapidly as we can. We work together, as one team, and are supportive of each other. We encourage a culture of 'experiment, fail, learn, and experiment again' and actively encourage team members to speak out if they see something that can be changed or improved. We have frequent team meetings, away days and informal socials. We are an anti-racist organisation and welcome applications from people who have been disabled by society, are from minoritised groups, have personal experience of alcohol harm or have experienced any other form of societal discrimination.
Development	There is a healthy budget for training and development and staff are strongly encouraged to make use of opportunities to stay at the cutting edge of their field, to learn new skills and knowledge, and to gain new experiences.
Holiday	33 days' holiday (including bank holidays), rising to 36 days after 3 years' service and 38 days after 5 years' service. We also offer the ability to buy or sell annual leave.
Pension	Excellent employers' contribution of 6% towards your pension scheme, with a salary sacrifice scheme option. Staff must contribute at least 2% to their pension (subject to statutory pensions rules) to receive the employers' contribution, or may choose to opt out.
Life Assurance	We offer Group Life Assurance equivalent to the value of three times gross annual salary.
Employee Assistance Programme	We offer confidential support 24 hours a day, 7 day a week for employees covering a huge range of areas, including legal support, relationships advice, health and wellbeing, etc.
IT	Our IT is up-to-date. Remote working is well-supported on work-provided devices.
Probation and notice	Most posts have a six-month probationary period, during which the notice period is one week. Probationary periods may be extended if necessary. After successful completion of the probationary period, the notice period rises to one, three or six months, depending on the seniority of the role. The notice period for this role is six weeks, rising by a week a year after two years in post up to a maximum of twelve weeks.

How to apply

We encourage applications from people who meet most but not all of our essential criteria. And we encourage applications from people who have been disabled by society, are from minoritised groups, have personal experience of alcohol harm or have experienced any other forms of societal discrimination.

Any questions?

If you have any questions about the role or would like an informal discussion about the role, you are welcome to email Laura Harvey, Policy and Research Manager, at laura.harvey@alcoholchange.org.uk

How to apply

- Use our online form here: <https://app.beapplied.com/apply/aebfesslpn>
- Upload your CV (max 3 pages, listing two referees) to this online form in MS Word, Google doc, or Adobe .pdf format (no image files please).

We only accept applications on our own application form and will not accept applications in any other way. For example, cover letters emailed to us will be discarded. If your access requirements mean that you are unable to use the online version of the application form, please contact us on jobs@alcoholchange.org.uk and we will supply the form in another format.

Deadline for us to receive your application: *Strictly Midnight, Monday 6 May 2024.* The online application form gives a date and time stamp to all applications.

We will aim to get back to you by: *Wednesday 8 May 2024,* All applicants will receive a response.

Interviews: *Wednesday 15 May 2024* (please save this date!)