**The Scotch Whisky Association**

**Job Application Form**

The Scotch Whisky Association is a prestigious organisation that works for and on behalf of our members to protect and secure a sustainable future for the Scotch Whisky Industry.  We can offer the opportunity to join a thriving industry with colleagues who have a wealth of experience and knowledge in our industry.

This is an 8 page document. Please read to the end.

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| Application for   |   |
| Where did you see the job advertised?  |   |

Personal Information (this information will not be seen by shortlisting panel)

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| --- | --- |
| Title (optional):  |   |
| Full Name:  |   |
| Address:  |   |
| Postcode:  |   |
| Email:  |   |
| Telephone:  |   |
|   |   |
| Do you consider yourself to have a disability?  | *[Yes/No]*  |
| If yes, please contact our HR team at hr@swa.org.uk to discuss any adjustments you may require during the recruitment process  |

**Please return this completed application form to our HR team at** **hr@swa.org.uk** **by 13th November 2024*.***

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**Section 1 – Education and Training**

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| Please provide details of education and any relevant training  |
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| Please provide details of any relevant qualifications (particularly with reference to the person specification in the job description if appropriate)  |
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**Section 2 – Employment history**

Please provide details of your current and previous roles

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| **From (date)**  | **To** **(date)**  | **Job title**  | **Employer**  | **Brief summary of responsibilities and achievements**  | **Reason for leaving**  |
| **Current (or most recent if not currently employed) role**  |
|   |   |   |   |   |   |
| **Previous roles**  |
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**Section 3 – Person Specification**

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| Experience and Knowledge  |
| Please provide details of how your experience and knowledge match the requirements set out in the job description  |
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| Skills and Personal Qualities  |
| Please provide details of how your skills and personal qualities match the requirements set out in the job description  |
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**Section 4 – Any other supporting information**

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| Please provide any other information you wish in support of your application (optional)  |
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Full Job Description: Policy Officer (Alcohol Policy)

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| **Date Created** | 3/9/2024 |
| **Department** | Strategy & Communications |
| **Job Title** |  Alcohol Policy Officer |
| **Working hours** | 35 per week (flexible requests considered) |
| **Reporting to** | Head of Alcohol Policy |
| **Salary** | £30-34,000 per annum |
| **Start Date** | Winter 2024 / Early 2025 |
| **Overview** |
| The Scotch Whisky industry has responsibility at its core. All member companies of the Scotch Whisky Association (SWA) sign up to our code of responsible marketing and work to promote responsible consumption. We want to ensure that best practice is shared across the industry and that the industry can contribute to the alcohol policy debate. The successful candidate will support member companies with detailed analysis and clear information on alcohol in society topics. You will monitor both legislation and developing issues and contribute to developing industry policy positions with the Head of Alcohol Policy. You will help represent the SWA and our member companies at external meetings, setting out the industry views on different policy approaches, engaging government and regulatory bodies where needed.You will lead the monitoring and analysis of alcohol policy developments at the UK and multilateral level. Collaborating closely with colleagues in the International Team, you will provide support on developments in individual markets when required. You will also support the development of the SWA’s programmes and initiatives to promote responsible consumption and tackle harmful drinking, working closely with the Scottish Alcohol Industry Partnership (SAIP), Drinkaware and Portman Group. |
| **Main Responsibilities** |
| The role will be based within the SWA’s Strategy & Communications Team, and the post holder will be responsible for;* Monitoring and analysis of the evolving debate on alcohol in society in the UK and at the multilateral level.
* Stakeholder engagement to clearly and concisely set out the industry’s position on different policy approaches to different audiences.
* Identifying relevant information from complex areas of policy development, research and statistical trends.
* Supporting the development of the SWA programmes and initiatives to promote responsible consumption and tackle harmful drinking, including the Made to be Measured campaign; Community Alcohol Partnership multi-year project; SWA Responsible Marketing Code and SAIP campaigns.
* Policy analysis and development, writing briefings and reports, responding to official consultations, and representing the SWA at external meetings and events as required.
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| **Essential Tasks** |
| * Draft briefings for publication to ensure SWA members are informed of relevant policy and stakeholder developments.
* Assess and respond to consultations, support horizon scanning including advising on emerging developments (UK and multilateral) and conveying key elements to colleagues and the industry.
* Support the collection and collation of information from members to inform SWA policy positions. Gather information of industry actions to promote responsible consumption and tackle harmful drinking.
* Support the development, delivery and evaluation of SWA programmes and initiatives to promote responsible consumption and tackle harmful drinking.

 * Support stakeholder engagement including with relevant trade associations, regulators, and social aspect organisations.
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| **What we offer** |
| The SWA work for and on behalf of our members to protect and secure a sustainable future for the Scotch Whisky industry. We will offer the right candidate the opportunity to join a thriving industry with colleagues who have a wealth of experience and knowledge. Our People and Culture Plan ensures employees are at the forefront of our minds. Some of our benefits are:* We review salaries regularly, working with external consultants to ensure our people are rewarded fairly.
* We offer employer pension contributions matching employee contributions plus 3%, up to a maximum of 15%.
* We have several engagement days throughout the year as well as activity days to take us away from the office to collaborate, communicate and strengthen our team.
* Our people policies reflect our investment in both physical and mental wellbeing. We provide a cycle to work scheme, BUPA healthcare, life assurance and group income protection packages alongside retirement and financial planning training.
* We offer personal and professional career development opportunities, with a focus on ensuring our people are equipped with the tools they need to do their job and progress their career.
* Our flexitime and hybrid working policies help our people to find the best individual balance between work and life commitments.
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| **Person Specification** |
| **Experience & Knowledge**  |
| **Essential** | **Desirable** |
| * Experience working in policy development and assessment.
* Demonstrable ability to analyse and communicate complex issues clearly.
* Comfortable dealing with data, statistics and research.
 | * Knowledge of alcohol policy topics.
* Knowledge/experience of the alcoholic drinks industry.

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| **Skills** |
| * Communicating effectively: communicates with purpose, clarity, integrity, and enthusiasm. Respects and responds to the needs, responses, and opinions of others
* Working Effectively: knowledgeable; credible; up to date; accurate; timely; project management; self-starting
* Working in a Team: unifying; cooperative; demonstrating leadership; collegiate; helpful; professional
* Working for SWA: influential; focused; good listener; good networker, uses initiative.
* The ability to use IT (MS Teams, Word, PowerPoint, and Excel).
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| **Personal Qualities** |
| * Team player: Collaborative and supportive
* Personable
* Flexible
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