

**National Lead, Community Action on Alcohol: Job Description**

**Position:** National Lead, Community Action on Alcohol

**Location:** To be agreed

**Responsible to:** CEO of Alcohol Forum Ireland

**Contract Duration** Ongoing Subject to funding from HSE National Alcohol Program.

**Hours:** 35 Hours Per week.

**Annual leave:** 26 days

**Probationary period:** 6 months

**About Us:**

Alcohol Forum Ireland is an independent national charity dedicated to preventing and reducing alcohol related harms in communities across the island of Ireland. This growing organization provides a range of supports & services to individuals, families and communicates while working at the wider level to change Ireland’s problematic relationship with alcohol. Alcohol Forum Ireland believes real change will only happen by working with communities to address the causes of alcohol harm in Ireland. Our approach is shaped by evidence and is informed by the expressed needs of the people and communities we work with across Ireland. Our work provides the support, resources and expertise needed to reduce and prevent the harmful effects of alcohol on individuals, families and communities. For more information on our work, visit [www.alcoholforum.org](http://www.alcoholforum.org)

**The Role**

The purpose of the role is to support and lead on the development and expansion of community action on alcohol in Ireland in the context of both the National Drug and Alcohol Strategy and Alcohol Forum Ireland’s strategic plan. The post-holder will promote the values and principles of Alcohol Forum Ireland and of the Irish Community Action on Alcohol Network.

The post holder will as part of the Alcohol Forum Ireland team and a broad range stakeholders to develop and support the ongoing development and expansion evidenced informed community action on alcohol across Ireland. This will require the establishment and maintenance of good working relationships with key stakeholders such as Regional and Local Drugs and Alcohol Taskforces, Department of Health, the HSE and Tusla, Local government and community and voluntary organisations.

The successful candidate will have an agreed programme of work that will be reported on as part of the Alcohol Forum Ireland service level agreements.

**Primary Duties and Accountabilities**

* Support the ongoing development of and planning for community action on alcohol with and through local and regional drug and alcohol task forces.
* Support, convene and develop further the Irish Community Action on Alcohol Network, its sub groups and its membership
* Contribute to Alcohol Forum Ireland’s Strategic Plan.
* Develop and support local, regional and national partnerships to broaden the response to reducing and preventing alcohol harm at a community level.
* Develop and maintain collaborative working with academic partners to develop, promote and deliver accredited training in a number of key areas including (but not limited to) alcohol licensing, community action on alcohol and alcohol policy
* Develop and deliver a yearly training and events calendar designed to build the skills, capacity and expertise of those involved in community action on alcohol
* Act as spokesperson for AFI and the Irish Community Action on Alcohol Network fielding media queries, participating in interviews as required, drafting press-releases
* Participate as a key member of the AFI Senior Management team ensuring that the vision, mission, and objectives of the organisation are always upheld.
* Develop new and existing relationships and build alliances with community organisations, policy makers, national / international networks, and stakeholders to advance the organisation’s strategic objectives.
* Identify and contribute to the development of key policy positions through effective research and collaborative working, working in close collaboration with member organisations of the Irish Community Action on Alcohol Network
* Draft and/or co-ordinate the development of submissions and responses on policy issues of potential or strategic significance to community action on alcohol.
* Track and review external policy developments (including regional, national, and international strategies pertaining to alcohol & other substance policy).
* Represent AFI and ICAAN on a number of national and international research, policy, and strategic engagement forums.
* Work with the Board, the CEO, the Senior Management Team and ICAAN to strengthen our position as a leader at national and European levels in the area of community action on alcohol

**Personal specification**

**Essential**

* Education: Postgraduate Degree (Level 9) qualification in a relevant discipline (e.g. community development, addiction, public health, social policy, health and/or social care, human rights).
* Strong background and knowledge of health, health promotion, human rights, social policy, community development.
* A minimum of five years’ experience working in a similar or related field
* Demonstrable experience of building and leading/managing strategic partnerships and alliances to promote policy interests at a national level.
* Knowledge of qualitative and quantitative social and/or health research methods.
* Publications / report writing skills to professional research / legal / academic level
* Ability to plan, collaborate and work on own initiative.
* Timely and accurate reporting on project management / work programme deliverables including budget development / management.
* Knowledge of the alcohol policy context in Ireland and understanding of evidence-based interventions and outcome measures to reflect impact of the work
* Excellent written, oral communication skills
* Excellent networking skills and demonstratable ability to persuasively influence a wide range of stakeholders.
* Highly self-motivated, creative and determined with the ability to take initiative and problem solve effectively.
* Have excellent computer literacy.
* Flexible and able to adapt quickly as situations develop and change.
* A high level of organisational skills and project management capability with the ability to prioritise and manage own workload.
* • Full and clean driver’s license and use of own car

**Desirable**

* Excellent knowledge of one or more – alcohol related matters / equality, health inequality / addiction /community development
* Practiced in communications – media and digital approaches.
* Track record of speaking publicly on relevant topics including to media, Government/Departmental, national, and international policy forums.
* Passionate about the mission of AFI and a working knowledge of the organisation’s work