

JOB DESCRIPTION

Job title Director of Policy (maternity cover)

Salary £40 - £45K

Reporting to Chief Executive

Purpose To support the Chief Executive to ensure that ASH meets its objective to reduce the harm from smoking. To do this through: developing and delivering specific programmes of work, overseeing the work of other team members, representing ASH and supporting the development of the organisation. You will be part of the senior management team with the Business Manager and Chief Executive and will be responsible for managing the Policy Manager, Communications Co-ordinator and other team members as appropriate.

Projects

- Manage the delivery of complex projects, taking responsibility for achieving all aspects of the project objectives, budget and reporting. Such projects may cover a particular aspect of ASH's policy agenda such as smoking in pregnancy and mental health.
- Supervise the work of the wider team to ensure projects are delivered to a high standard and meet required time frames.
- Commission and supervise the work of independent contractors to deliver specific projects.

Policy Development

- Work with the Chief Executive in the development of ASH's policy in all aspects of tobacco control and take the lead where appropriate.
- Help ensure that ASH's policy positions are appropriately informed by the evidence.
- Ensure that stakeholders are appropriately involved in the development of ASH policy positions
- Oversee the development of consultation responses as appropriate in conjunction with the Chief Executive.

Public Affairs

- Work with the Policy Team to develop contacts with MPs, Councillors and elected Mayors, and their political advisers and staff, civil servants and public officials as appropriate to support ASH policy objectives.
- Develop ASH policy and campaign networks on specific issues in conjunction with the Policy Team and the Chief Executive.

Media & Communication

- Support the further development and implementation of ASH's current communications strategy.
- Support the delivery of appropriate reactive and proactive media activity. Devise and implement media strategy for those projects managed by the post-holder
- Manage staff to ensure key journalist contact lists are maintained and media monitoring effectively undertaken.
- Manage staff to ensure that ASH websites are kept up to date and meet the needs of stakeholders.

Research & information

- Oversee and ensure appropriate information resources are created and made available through ASH's prime outlets.
- Ensure ongoing research projects on smoking and mental health are delivered and that the process is robust within resource constraints.

- Work with academic partners to maintain strong relationships and ensure research is informed by policy agenda.

Networking

- Manage the development and maintenance of the Smokefree Action Coalition, Smoking in Pregnancy Challenge Group and the Mental Health and Smoking Partnership and ensure that they function as an effective network to share information and promote tobacco control objectives.
- Represent ASH at a national, local and regional level and ensure we maintain strong relationships with all appropriate partners.

Organisational Development

- Assist with preparing grant applications as appropriate.
- Support the Chief Executive and Business Manager in the development of organisational strategy.
- Undertake line management responsibilities including ongoing supervision.