**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)

|  |  |
| --- | --- |
| Title (optional): |  |
| Full Name: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
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| Do you consider yourself to have a disability? | *[Yes/No]* |
| If yes, please contact our HR team at [hr@swa.org.uk](mailto: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**](mailto:hr@swa.org.uk) **by 9th January 2025*.***

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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** | | | | | |
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| **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** | 10/12/2024 |
| **Department** | International |
| **Job Title** | International Policy Officer |
| **Working hours** | 35 per week (flexible requests considered) |
| **Reporting to** | Director of International |
| **Salary** | £30-34,000 per annum |
| **Start Date** | Winter 2024 / Early 2025 |
| **Overview** | |
| This role will provide policy support to the international team, including responding to member enquiries, supporting the geographic market Heads in maintaining the SWA’s market information, communication of updates and emerging challenges to members, and the updating of other relevant features of the SWA HUB.  Longer-term research work to support the delivery of the international aspects of the SWA strategy will also be undertaken, with projects from colleagues resulting in self-managed reports and market or issue specific briefings.  There is an opportunity to gain policy experience by taking responsibility for a specific policy area or emerging issues. | |
| **Main Responsibilities** | |
| **Duties and Responsibilities**  **Deliver SWA International Helpdesk service**   * Perform a triage role in responding to routine member enquiries e.g., on market requirements, market access barriers encountered or export statistics when required. * Liaise with market Heads incorporating their priorities into one’s own work programme. * Maintain a record of queries and support provided; analyse queries to identify trends and need for SWA policy work where member queries identify new issues. * Support the redevelopment of the SWA Hub, a member intranet providing information to member companies.   **Support the market analysis work of the International Team**   • Work closely with the market Heads to provide briefings, analysis, and maintain market information summary notes on individual export markets.  • Develop and maintain an understanding of relevant export markets, supporting the market Heads on relevant international trade and regulatory barriers.  • Regularly monitor and horizon scan for developments in international trade relevant to the industry.   * Develop an understanding of the key long-term issues that the SWA and industry face, to support market Heads in lobbying on these issues. Assist in the engagement of in-market stakeholders including member companies, partner trade associations, and government officials via working groups and on a bilateral basis.   **Provide responsive support to the team**  • Provide internal support to International Team Members and colleagues from other departments when necessary.  • In support of the SWA’s 2023-2028 strategy, work with colleagues to plan and organise an ongoing programme of Edinburgh and London-based events, receptions, and other stakeholder engagement opportunities.   * Maintain the International team’s stakeholder engagement system. Act as a contact for members and wider stakeholders on given issues.   **SWA HUB database management**  • Keep up to date the parts of the SWA member-only HUB website for which the International Team is responsible.   * Draft and share posts relating to export opportunities, industry news, events, and policy developments for member's information.     **Support the International Committee**  • Work with colleagues in International Team to develop and deliver monthly updates to members of the International Committee on the key issues the team are engaged on.  Work with leads to communicate priorities to member companies and explore new and innovative ways to deliver content.  • Work with members of the team to ensure the effective functioning of the IC and its subsidiary Working Groups, including taking and drafting minutes and actions from meetings; preparing background documents; ensuring papers are issued timeously; organising in-person and online meetings. | |

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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** |
| * Organisational, including events management skills * Managing internal and external communications and events * Experience communicating with a range of external stakeholders * Collaborative, flexible and constructive team member | * Experience in using a CRM records management system. * Knowledge of international trade and political relations * Imaginative solutions to resolving market access challenges * Experience in a trade/membership organisation, civil service or public affairs |
| **Skills & Qualities** | |
| It is expected that the postholder will be able to demonstrate key competencies in the following areas:   * Responsiveness: Accurate; Timely; Helpful. * Professional: Awareness; Knowledgeable; Credible; Up to date. Teamwork: Unifying; Cooperative; Collegiate; Professional. * Impact: Good written and oral communication skills; Strong research skills; Good listener; Good networker. * Energetic and enthusiastic, an ability to work in a collaborative manner, across a geographical divide. | |