**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:  |   |
|   |   |
| 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 17 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**  |
|   |   |   |   |   |   |
| **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** | Industry  |
| **Job Title** |  Environmental Research Officer |
| **Working hours** | 35 per week (flexible requests considered) |
| **Reporting to** | Head of Environment    |
| **Salary** | £30-34,000 per annum |
| **Start Date** | Early 2025 |
| **Overview** |
|  We are delighted to be recruiting a Research Officer to join our Industry Sustainability team following an internal promotion. The successful candidate will be working with colleagues who are focusing on the delivery the SWA sustainability strategy and helping provide members with information to help build understanding of complex environmental policy topics relevant to their business operations. This role reports to the Head of Environment . The research officer will be involved in supporting the team’s varied objectives, which sit under the SWA’s workplan, working with different topics and supporting different areas of our sustainability strategy.   You will research and write briefings; help collate information for use by SWA colleagues supporting understanding of key topics positions, you will help in analysing and summarising different reports such as consultations, policy announcements and new research. Environmental policy across the UK and in Scotland will be the central focus for the day-to-day role, with opportunity to also work with colleagues around related international policy areas.  You will help keep members informed by collating information and articles for our members HUB (our members communication platform) and lead the publication of the SWA sustainability newsletter. Experience producing written briefings or articles, in your studies, a previous role or other activities would therefore be beneficial.   As we are a small team, we all from time to time help each other out by supporting on tasks across different topics to help where need is the most. This helps the team and our members but also helps build wider understanding of the whisky industry.   You will be given guidance and support from others in the team, increasing your autonomy on areas as you gain confidence and experience. An opportunity to lead on a topic or work areas developing your own expertise will be the aim for future development of the role, to support your own personal and career development.   |
| **Main Responsibilities** |
| * Producing written or verbal briefings to support understanding within the SWA on environmental policy, research and industry activities
* Collating and writing articles for the Sustainability Newsletter and the SWA’s member extranet, the HUB.
* Support the development and delivery of the Association’s sustainability commitments, including on water stewardship, natural capital and climate change adaptation
* Maintain and update CRM with contacts arising from your work
* Maintain the SWA’s Bar code labelling system
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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** |
| Confident with MS Office (Excel, Word, Teams, Sharepoint)  understanding and use Experience producing written reports, articles or documents to provide information to others or to summarise a detailed topic.Demonstrable ability to manage competing demands or deadlines including confidence in prioritising work.  | Experience in a role, position or studies where you undertook desk top research and collating opinions to build written briefings or reports  Working as part of a team to deliver your own tasks and support team objectivesExperience or interest in environmental topics such as natural capital, water stewardship and regenerative land management.  |
| **Skills & Qualities** |
| With an eye for detail, you will be confident in taking an analytical approach to your tasks. You will be able bring together an overview of different sources of information to provide a clear and concise summary of a topic for colleagues in writing and verbally.   Our small team works closely together supporting each other as we navigate a wide range of issues on behalf of our iconic industry. Each team member takes responsibility for specific topics but will offer support and work flexibly to help each other as needed.   |