



**BECKLEY**  
FOUNDATION

## **COMMUNICATIONS OFFICER**

Date posted: 18 September 2017

Location: Beckley Park, Oxford

Contract type: Full Time

Reports to: Operations Manager

### Job Description:

The Beckley Foundation is a UK-based think tank and UN-accredited NGO founded by Amanda Feilding in 1998. We combine science and policy to further our understanding of consciousness, and to effect changes in global drug policy in order to improve public health. We are at the forefront of scientific research into the potential medical benefits of psychedelics, cannabis and MDMA, and are pioneering in our contribution to international drug policy reform.

We are looking to recruit a dynamic and experienced Communications Officer to help develop, deliver and evaluate our communications strategy.

You will enhance the visibility of the Foundation, raising awareness of our scientific research and drug policy reform through proactive and reactive public relations. You will be able to create and maintain strong relations with the national and international media and effectively communicate complex scientific or policy issues to both the layperson and professional. You will contribute to the research, writing and editing of our reports and publications, and manage the website content and social media. You will have excellent interpersonal skills and be able to multitask between various projects.

### Primary responsibilities:

- Work closely with the Director and Operations Manager to develop and implement a communications strategy for the science and policy programmes
- Disseminate key scientific findings and advocacy strategies in on-line and print media
- Identify key media opportunities for disseminating messages
- Set up media interviews for the Director and provide media support as required
- Carry out research, write reports and provide editorial input to all the Foundation's publications
- Develop and produce the materials used to communicate the foundation's science and policy activity (including updating the website, maintaining social networks, and creating and updating printed materials such as regular newsletters and design of infographics, booklets, flyers, briefing papers and reports)
- Produce regular progress reports and updates
- Maintain the database of media contacts
- Record, collect and file all Beckley Foundation media coverage and other relevant media coverage
- Develop strong relations with journalists and media contacts

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- Develop and advise on drug policy positions, in conjunction with senior management
- Support senior team in building relationships with NGO networks internationally and other agencies
- Deliver presentations and attend conferences as required

Skills required:

- Exceptional writing and communication skills
- Strong connections with international media and a knack for pitching stories
- An ability to make complex ideas accessible to non-expert audiences
- Fluency in spoken and written English (as a native speaker preferably)
- Demonstrable knowledge and interest in all the science and policy work related to the psychoactive substances, specifically in the context of the work by the Beckley Foundation
- Social media skills
- Proficiency with CMS (Wordpress) and Adobe Creative Software
- Excellent planning and organisation skills
- A minimum of three years communications experience in journalism, communications, or public relations

Desirable skills:

- Second language beneficial
- Experience in the field of drug policy and/or a background in science

Other Requirements:

- Ability to work within a team and foster good working relationships
- Ability to work flexible hours if required
- Ability to meet the travel requirements of the post
- Ability to work independently and plan you own workload
- Ability to work effectively under pressure
- Ability to work in a small team and take initiative in the absence of guidelines or in novel situations
- Ability to multitask
- Flexibility and adaptability in planning and managing work schedule

Salary: Negotiable according to skills and experience

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