



**BECKLEY**  
FOUNDATION

## **SCIENCE & POLICY COMMUNICATIONS OFFICER**

Date posted: 26<sup>th</sup> Feb 2019

Start Date: ASAP

Location: Beckley Park, Oxford

Contract type: Full-Time

Reports to: Director, Content Manager and Office 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 *Science and Policy Communications Officer* to help evaluate, develop and deliver our communications strategy.

You will aim to enhance the visibility of Amanda Feilding's profile and that of the Beckley Foundation, raising awareness of our scientific research and drug policy reform work 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 professionals. You will be part of a communications team and will ghost write articles, produce press releases, blogs, help edit reports and promotional materials, and most importantly maintain and expand our social media presence. You will have excellent interpersonal skills and be able to multitask between various projects.

The role will also involve managing the Foundation's online fundraising efforts, and would take the lead in creating opportunities for novel ways to attract donations from our growing list of supporters.

### **Primary responsibilities:**

- Work closely with the Director and Content Manager to maintain and further develop our communications strategy for the science and policy programmes
- Develop an in-depth knowledge of all Beckley's scientific and policy programmes, past and present
- Craft tweets and posts, and proactively engage with our online audience.
- 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, ghost write and provide editorial input for all the Foundation's publications

- Monitoring one-off and recurring donations through payment systems like Donorbox.org, and supporting individual fundraising initiatives via Facebook's donation tools
- Develop and produce the materials used to communicate Amanda Feilding's message, and 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 contribute in the design of infographics, booklets, flyers, briefing papers and reports)
- Analyse and 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
- Pro-actively develop and maintain strong relationships with media contacts, and follow up appropriately
- 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:**

- A minimum of 2 years of experience in a similar role
- Working knowledge of Facebook, Twitter, Instagram and other social media platforms
- Exceptional writing and communication skills
- An ability to make complex ideas accessible to non-expert audiences
- Fluency in spoken and written English (as a native speaker preferably)
- A profound 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, and a passion for its dissemination worldwide
- Evidence of strong academic achievement or work experience in journalism, communications, or public relations

**Desirable skills:**

- Experience in the field of drug policy and/or a background in science
- Strong connections with international media and a knack for pitching stories
- Proficiency with CMS (Wordpress), Mailchimp and Adobe Creative Suite
- Second language beneficial

**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 - hours of work 9am-6pm

**To apply please send your CV and a one-page cover letter to [office@beckleyfoundation.org](mailto:office@beckleyfoundation.org)**