



BECKLEY
FOUNDATION

SCIENTIFIC ASSISTANT TO THE DIRECTOR

Date posted: 10 July 2017

Location: Beckley Park, Oxford

Contract type: Full Time

Reports to: Director and 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.

Amanda Feilding, Director of the Beckley Foundation, develops, advises and supports many scientific studies involving psilocybin, LSD, MDMA, cannabis, ayahuasca and DMT, carried out in collaboration with leading worldwide institutions. She is usually involved in the initiation and design of the studies and is looking for a highly intelligent and motivated scientific assistant with a strong academic background to help her in the development of new studies, researching the areas she needs, and to help manage the studies that are in progress within Beckley's Scientific Programme. Excellent research and writing skills are essential for this role. The job also involves assisting Amanda in writing articles and academic papers, and creating promotional materials for the director and for the Beckley Foundation (brochures, descriptions of the research for funders, funding applications, website content and blogs, social media posts).

Primary responsibilities

- Develop an in-depth knowledge of all Beckley's scientific programmes, past and present
- Work closely with the Director in planning new scientific studies and correcting and editing scientific publications in high impact journals
- Assist in the management of different studies within the Beckley by helping to liaise with scientific partners and collaborators
- Assist the Director in all scientific research and writing
- Produce scientific content for website, newsletter and media outlets
- Help in writing science documents, reports, promotional materials and funding applications
- General administrative duties

Qualifications

- Postgraduate degree in relevant scientific subject e.g. neuroscience, psychology or psychiatry

Skills required:

- Excellent writing and communication skills
- Ability to summarise and communicate complex scientific data to both professionals and lay readers
- Excellent research skills - to carry out literature reviews, write reports and briefings, and provide editorial input for publications
- Confident use of Mac and Windows operating systems, with corresponding word processing, spreadsheet, presentation and data-base programmes
- Fluency in English

Desirable Skills:

- High academic profile from leading university
- Previous experience writing scientific papers, blogs etc.
- Use of InDesign, Photoshop, Mail chimp, WordPress
- Knowledge of the mechanisms of action of psychoactive substances and other means of altering consciousness
- A passion for cutting edge investigation into consciousness and its altered states

Other Requirements:

- Ability to work within a team and foster good working relationships
- Ability to work independently and plan your own workload
- Ability to work effectively under pressure
- Ability to work in a small team and take initiative in the absence of guideline or in novel situations
- Ability to multitask
- Flexibility and adaptability in planning and managing work schedule

Salary: Negotiable according to skills and experience.
