



BECKLEY
FOUNDATION

INTERNSHIP – Team Assistant

Location: **Beckley Park, Oxford**

Contract type: **Full Time or Part time – in Office**

Reports to: **Amanda Feilding (Director) and Operations Manager**

Salary: **19K to 21K**

[The position will be reviewed in 3 months for the possibility of a permanent role at the Foundation]

Job Description:

This is an exciting opportunity for a flexible and self-motivated individual to provide in-office support to the Director of the Foundation as well as the rest of the team. The position would suit a technically-minded, proactive, and helpful individual seeking to gain work experience and looking to be part of a unique and interesting field. The candidate should be a university graduate, preferably with a background in science, journalism or law.

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 in order to improve public health. We are at the forefront of scientific research into the potential medical benefits of psychedelics compounds like LSD and psilocybin, and are pioneering in our contribution to international drug policy reform.

Responsibilities (Not limited to):

- Carrying out general administrative tasks in the office to support the director of the Foundation, e.g. typing notes, preparing briefs before meetings, providing logistical and practical assistance, etc.
- Carrying out background research on specific subjects and areas of interest.
- Recording, collecting and filing all Beckley Foundation media coverage and other relevant media coverage.
- Curating and maintaining the Foundation's archive of audiovisual materials.
- Maintaining an inventory of printed materials.
- Keeping the stationery cupboard stocked up and in order.
- Helping with the office's basic IT requirements; setting up conference calls; making sure the office computers and devices are updated, and that remote connections work when employees work from home or are abroad.
- Making sure electrical devices are maintained to working order.
- Printing articles and keeping the director and the team aware of new developments and news.
- Maintaining the Foundation's database of contacts.
- Organising travel arrangements and logistics
- Helping maintain the office environment and helping with the preparation of teas and coffees

Requirements:

- Ability to work flexible hours if required
- 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 guidelines or in novel situations
- Ability to multitask
- Flexibility and adaptability in planning and managing work schedule
- Ability to work within a team and foster good working relationships
- Solid computer skills
- Access to own transport