



**BECKLEY**  
FOUNDATION

**SCIENTIFIC ASSISTANT TO THE DIRECTOR of the Beckley Foundation**

**Full time – In Office - Beckley Park, Oxford**

**Salary: £30-35K (negotiable depending on experience)**

**Application Deadline: 30<sup>th</sup> September**

We are looking for a resourceful and motivated individual, who will join a team of two Scientific Assistants. The ideal candidate will have a strong grounding in science (neuroscience most preferably) to help the Director of the Beckley Foundation in the development and coordination of a variety of new scientific projects, which are part of the Foundation's Psychedelic Research Programme.

Excellent research and writing skills are essential for this role. The ability to gather, evaluate and summarize information, as well as being able to multitask between projects is essential. An understanding of drug development, IP laws and patents would be advantageous, but not indispensable. The position also involves assisting the Director of the Foundation in writing articles and academic papers, preparing talks, ghost-writing and helping to keep the Beckley Foundation promotional materials accurate and up to date (brochures, descriptions of the research for funders, funding applications, website content, blogs and social media posts), working closely with the communications team.

**Qualifications**

A postgraduate degree in a relevant scientific subject e.g., neuroscience, psychology or psychiatry is highly desirable. Applicants who have primary backgrounds in other fields (e.g., business, law, journalism, etc.) but are nonetheless scientifically literate to a high degree are also encouraged to apply.

Own transport required as the Foundation is located just outside Oxford in the countryside.

Please send your CV and cover letter to [office@beckleyfoundation.org](mailto:office@beckleyfoundation.org) using the subject 'Scientific Assistant to the Director Application'.

**[www.beckleyfoundation.org](http://www.beckleyfoundation.org)**

## [FULLER DESCRIPTION]

Date posted: September 2022

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 scientific studies involving psilocybin, LSD, MDMA, cannabis, ayahuasca and DMT, carried out in collaboration with leading institutions worldwide.

### Primary responsibilities

- Develop an in-depth knowledge of all Beckley's scientific programmes, past and present
- Assist Amanda Feilding doing background research on specific topics of interest, drafting briefs from the research in preparation for her interviews and media appearances, help in preparation of her talks, precis of scientific papers, taking notes and summarising calls/meetings with the BF's scientific collaborators, etc
- Ghost-writing papers, reports, promotional materials and help in the preparation of funding applications
- Help in drafting contracts and legal documents between the BF and scientific collaborators
- Analysing reports and data submitted by our scientific collaborators to make sure milestones and results are achieved
- Work closely with the communications team to produce scientific content for the BF website, newsletters and media outlets; often preparing layman descriptions from the scientific research
- Work closely with the Director in the development of the for-profit arms of the foundation, and in the preparation of pitch decks and presentations
- Seek funding for scientific projects from known or new sources

### Essential Skills

- Excellent writing and communication skills
- Excellent organisational skills
- Understanding of drug development and regulatory processes (optional)
- Basic knowledge of IP laws and patents
- Ability to summarise and communicate complex scientific data to both professionals and lay readers
- Excellent research skills (e.g. report writing, analysing and summarising lots of information from different sources, filtering relevant information from the internet, critical thinking, etc.)
- Fluency in English

### **Desirable Skills**

- High academic profile from a leading university
- Previous experience writing scientific papers, blogs etc.
- 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 multitask and focus under pressure
- Ability to work within the team and under the direction of Amanda Feilding
- Ability to work independently and plan your own workload
- Ability to take initiative in the absence of guidelines or in novel situations
- Excellent editing skills and attention to detail
- Flexibility and adaptability in planning and managing work schedule
- Eligible to work in the UK