



**BECKLEY**  
FOUNDATION

## SCIENCE AND POLICY COMMUNICATIONS OFFICER

Location: Beckley Park, Oxford

Contract type: **Full-time – IN OFFICE – Location: Beckley Park, Oxford**

Start Date: March 2023

Deadline for Applications: 17<sup>th</sup> February 2023

Reports to: Director and Operations Manager

Salary £26k-30k. Negotiable depending on experience

Own transport essential

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 affect 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* whose various functions will serve to optimise the clarity and reach of the foundation's central messages, in order to raise the profile of Amanda Feilding, advance the conversation surrounding drug policy and the therapeutic potential of psychedelic substances, and help to bring about policy change and more funding and support for research.

The key responsibility of the Communications Officer is to meaningfully promote the voice and messaging of the Director, Amanda Feilding, and the Beckley Foundation to potential funders, collaborators, and the general public. The CO will further be responsible for ensuring the quality of the Foundation's digital and printed promotional materials, reports and publications, as well as maintaining the Beckley Foundation website. Additionally, the role will involve managing the Foundation's online fundraising efforts and taking the lead in creating novel opportunities for attracting donations and growing the Foundation's list of supporters.

### Primary responsibilities:

- Work closely with the Director and Content Manager to develop and implement a communications strategy for the science, policy, and fundraising programmes
- Develop an in-depth knowledge of Amanda Feilding's work and of all the Beckley Foundation scientific and policy programmes, past and present
- Maintain Amanda Feilding's, and all the Beckley Foundation's, Social Media channels (Facebook, Twitter, Instagram, YouTube, etc.). Craft tweets and posts, and proactively engage with our online audience
- Liaise with printers and designers in the production of promotional materials
- Keep the Director abreast of relevant articles and media opportunities, particularly on instances when she might be interested in making a comment or giving a statement

- Maintain the Director's platforms for professional networking, such as ResearchGate, LinkedIn, Wikipedia, etc., so they are engaging and up to date
- Assist in the development and distribution of materials used to communicate Amanda Feilding's message, and the foundation's science and policy activities: regular newsletters, press releases and design of infographics, booklets, flyers, briefing papers and reports
- Maintain the database of media contacts and prepare Beckley Foundation information packs for the director's meetings
- Record and maintain a timeline of Amanda Feilding's milestones and major achievements with the Beckley Foundation, for future reporting and to use in funding applications, media interviews and promotional materials
- Record, collect and file all Beckley Foundation media coverage and other relevant media coverage
- Curate and maintain an images library, creating clear categories within the library. Also organise and work on Amanda's audiovisual materials, videos, raw footage, photos, etc.

#### **Skills required:**

- Exceptional writing and communication skills
- An ability to make complex ideas accessible to non-expert audiences
- Fluency in spoken and written English (preferably native-level ability)
- Strong interest in the science and policy work related to 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
- Ability to multitask and work effectively under pressure
- Ability to work in a small team and take initiative in novel situations
- Flexibility and adaptability in planning and managing work schedule

#### **Desirable skills:**

- 2 years of experience in a similar role
- A strong background in science or experience in the field of drug policy
- Strong connections with international media and a knack for pitching stories
- Proficiency with CMS (Wordpress) and Mailchimp
- Proficiency with graphic design tools (e.g. Figma, Photoshop, Illustrator, etc)
- Second language beneficial