

Transform Drug Policy Foundation

RESEARCH AND POLICY OFFICER

Summary

We are looking for a committed and enthusiastic individual to join our friendly, committed team in Bristol. This job is an opportunity to support real change. You will help us shape the future of drug policy by linking evidence, people and politics.

The successful candidate will support Transform's research and policy activities by engaging with key policy partners; monitoring national and global policy developments; producing accessible, high-quality research outputs; and contributing to public communications.

Transform is committed to diversity and equality in all its work. We welcome and encourage Black, Asian and Minority Ethnic applicants as these are underrepresented in our sector.

To find out more about Transform Drug Policy Foundation, visit our website: transformdrugs.org

Responsible to: Chief Executive

Hours 37.5 hours per week.

Location

Transform Drug Policy Foundation, 9-10 King Street, Bristol BS1 9EQ

Grade and Salary: £22,000 p/a

Duration: 1 year fixed-term, with possibility of extension

JOB DESCRIPTION

You will:

Develop and support relationships with key policy stakeholders

- monitor Parliamentary debates, written questions, speeches etc.
- help to produce oral and written briefings, background papers etc. for external use, including policy partners and journalists
- provide support in responding to public consultations, advising policymakers and working with national research and policy bodies as appropriate.
- manage our parliamentary affairs database.

Monitor policy and research

- monitor developments in drug policy through tracking news reports, outputs from relevant NGOs, think tanks etc.
- monitor and analyse new research findings (published research papers, key datasets etc.)
- provide summaries for internal and external use on developments in drug policy and policy evaluation.

Support public communications

- support the production of regular, public-facing research and policy updates for publication on our website, aimed at a general audience
- identify media opportunities and help develop campaign initiatives
- support the production of our blog posts
- assist in event organisation.

Additional requirements will include

- sharing learning with other staff, volunteers, activists and trustees
- attending meetings, events and conferences
- contributing towards other aspects of Transform's work as required, commensurate with the scale and general nature of the post.

PERSON SPECIFICATION

Essential experience

- involvement in policy-oriented activities or advanced forms of policy analysis
- using or analysing advanced research materials (e.g. peer-reviewed journal publications, databases, statistical resources).

Desirable Experience

- production of, or substantial contribution to, written outputs (e.g. reports, briefing papers, academic publications)
- working directly with policymakers or policy-based organisations
- working in, or closely with, organisations whose activities touch on substance use.

Essential knowledge

- strong degree (2:1 or above) and / or higher degree in politics, policy studies, public health or other field with clear relevance to drug policy
- understanding of policy processes and Parliamentary politics in particular
- awareness of how social inequality, cultural diversity and regional variation affect the social policy landscape.

Desirable Knowledge

- knowledge of the drug policy, substance use, public health or mental health fields.

Essential qualities

- ability to produce well-written reports, summaries and commentary on complex issues
- strong organisational skills and an ability to work on multiple projects simultaneously, prioritise workloads and meet deadlines
- ability to be tactful, diplomatic and empathic when engaging with partners and stakeholders.

Desirable qualities

- potential to quickly develop an excellent knowledge of drug policy issues
- enthusiasm for engaging in political action and keeping track of developments in the policy environment
- confidence working with senior colleagues and peers
- willingness to travel.

Core values and competencies

Transform's employees are expected to demonstrate the following core values and competencies:

- an understanding of, and commitment to the promotion of, equality and diversity
- empathy with the lived experience of those affected by drugs and drug policy
- excellent communication skills
- a good team player
- an ability to handle fluctuating workloads
- excellent time management skills.

HOW TO APPLY

Please send your CV and a covering letter (max 2 pages) via email to:

Emma Caldwell (Executive Assistant)
emma@transformdrugs.org

Closing date: 19th August 2019

Interviews will be held on the week commencing 9th September