

## Institute of Alcohol Studies Vacancy

The Institute of Alcohol Studies is an independent organisation with charitable status. Our core aim is to advocate the use of scientific evidence in policy-making to reduce levels of harm associated with drinking. We work to provide key decision-makers and opinion-formers with the most up-to-date information on alcohol policy, and we are currently looking to expand our outreach by recruiting a Senior Research and Policy Officer to join our small team based in central London.

**Post title:** Senior Research and Policy Officer  
**Location:** Alliance House, 12 Caxton Street, London, SW1H 0QS  
**Contract length:** 12 months (fixed term)  
**Salary range:** £28,000-£32,000 per annum, depending on experience

### Job Purpose

The purpose of this role is to support IAS research and policy work. The core objectives will be:

- To provide information to external audiences on the health and social aspects of alcohol and effective policies to reduce alcohol-related harm. This will include drafting and disseminating policy documents, written briefings and responses to public consultations and representing IAS at meetings and in the media where appropriate.
- To support IAS research initiatives through the collection and analysis of evidence for alcohol policies. This will include developing and maintaining a directory of current research projects that are underway in the UK, drafting research proposals and supporting the Director in sourcing external funds for research projects.

### Person Specification

The post-holder must be a proactive, self-motivated and disciplined worker, able to multitask and balance priorities effectively.

The essential requirements for this role are:

- A good honours degree, ideally in social sciences
- Previous experience of working in a research and/or policy role in the health sector
- Working knowledge of Westminster and Whitehall and parliamentary procedures
- Outstanding communications skills both written and oral with the ability to translate complex research, statistics and data into engaging copy for a range of audiences
- Good negotiation skills with the ability to develop and build positive working relationships with senior colleagues and stakeholders
- Flexible and ability to work quickly as situations develop and change
- Highly self-motivated, creative and determined with the ability to take initiative and problem solve effectively
- Ability to prioritise and manage own workload when juggling numerous priorities on a range of different projects or enquiries
- Excellent organisational skills with a proven ability to meet deadlines, attention to detail and ability to work in a small team
- Presentational skills or the ability to make presentations to external organisations and events

An understanding of alcohol policy is desirable.

### How to apply

Please send a CV and covering letter, outlining why you believe you are a suitable candidate for this role, to [info@ias.org.uk](mailto:info@ias.org.uk).

**Deadline for applications is 09:00am Monday 17<sup>th</sup> March.** First interviews will be held w/c 24<sup>th</sup> March, Second interviews will be held w/c 31<sup>st</sup> March.