

Institute of Alcohol Studies

The Institute of Alcohol Studies is an independent organisation with charitable status providing information on the health and social aspects of alcohol and alcohol-related harm. The core aim of IAS is to advocate the use of scientific evidence in policy-making to reduce levels of harm associated with drinking.

Post title:	Research and Information Officer
Salary:	£24,000
Contract:	12 months fixed-term contract
Location:	Alliance House, 12 Caxton Street, London, SW1H 0QS
Responsible to:	Director of Policy

Job Purpose

Alcohol policy enjoys increased levels of attention within government, the media and beyond, with issues such as minimum pricing and low-risk drinking guidelines fuelling the debate. IAS works to provide key decision-makers and opinion-formers with the most up-to-date information on alcohol policy and is currently redesigning its website to ensure it communicates this information effectively.

IAS is looking for a Research and Information Officer to join its small team to:

- provide information to external audiences on the health and social aspects of alcohol and alcohol-related harm. This will include updating the IAS website, and producing information for in-house publications, the media and other sources.
- provide research support for IAS advocacy initiatives through the collection and analysis of evidence for alcohol policies. This will include gathering information from Government sources and providing updates on relevant legislation and policy changes.
- co-ordinate the sharing of information to ensure colleagues are kept up to date on key issues and developments.

Key Accountabilities / Primary Responsibilities

The appointed person will support the Director of Policy in working to ensure that all information produced by IAS is evidence-based, accurate, up-to-date and engaging.

The post-holder will:

- facilitate the collection and analysis of information for the IAS website, seeking opportunities to present new findings in the field of alcohol policy.

- provide research support to the Director of Policy for advocacy and alcohol policy development initiatives, helping to draft responses to public consultations and briefings for government officials.
- provide IAS staff with regular updates on media stories and research developments relating to alcohol policy, and write news stories for the website and magazines where appropriate.
- working with other colleagues, respond to enquiries from the media, external agencies and the general public about alcohol.

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
- experience of collecting and analysing data and providing information for external audiences, preferably working in a public policy environment
- the ability to undertake basic research and analysis of statistical data and government reports
- good IT skills and experience of updating websites
- excellent communications skills both written and oral
- excellent problem-solving skills
- the ability to be flexible, working both as an individual and part of a small team

An understanding of health policy and advocacy issues is desirable.

Please send a covering letter and CV, including contact details of two referees, to info@ias.org.uk, from whom further information is available.

CLOSING DATE for applications: 9am Tuesday 10th April 2012