



The London Forum
for Science and Policy
at Imperial College

Director for Public Affairs Position open

The **Director for Public Affairs** is open for applications (**Deadline is noon Friday 1st May**) and shortlisted candidates will be invited for interview. If you are interested please send a short (**Max 250 words**) summary of why you want to be the next DoPA and what you can bring to LFSP's executive committee to chair@lfsp.org.uk. A role description can be found below and **NO previous experience is required**.

Director for Public Affairs

Responsible for building our network more broadly with a view to securing external support for our events as well as avenues for distributing our policy ideas.

Specific Responsibilities:

- Expand the Friends of LFSP and Board of Patrons
- Manage & maintain the list of Friends of LFSP
- Contact Friends & Patrons to update them on our activities
- Organise termly meetings with the Board of Patrons
- Discuss with the Policy Team which kinds of contacts we need to build to help distribute our upcoming policy papers, then work to establish links with those contacts
- Distribute policy papers to relevant audiences
- Expand the Friends of LFSP and Board of Patrons

Useful Experience: Proactive roles contacting public figures; policy; professional email communications

Commitment: variable according to policy papers & launches; mainly email-based

Please contact chair@lfsp.org.uk for any enquiries.