



APPLICATION INFORMATION PACK

JOB TITLE:	Press Intern
DEPARTMENT:	Communications (Press Team)
HOURS:	37.5 hours per week, Mon-Fri
LENGTH OF CONTRACT:	6 months FTC
LOCATION:	London – hybrid working pattern
REPORTS TO (JOB TITLE):	Press Officer
SALARY:	London Living Wage of £11.95 per hour (before tax and National Insurance deductions). This is equivalent to approximately £23,302.50 per annum

OVERVIEW OF DEPARTMENT

PRESS TEAM

MSF UK's press team is made up of a manager, three press officers and an intern. It sits within and works closely together with the wider MSF UK communications department, which includes a digital team, an audiovisual team, and a public engagement team. The press team also works closely with communications colleagues across the MSF movement.

The department's overall purpose is to raise the profile of the organisation and its causes amongst British audiences to support MSF's advocacy, recruitment, and fundraising activities.

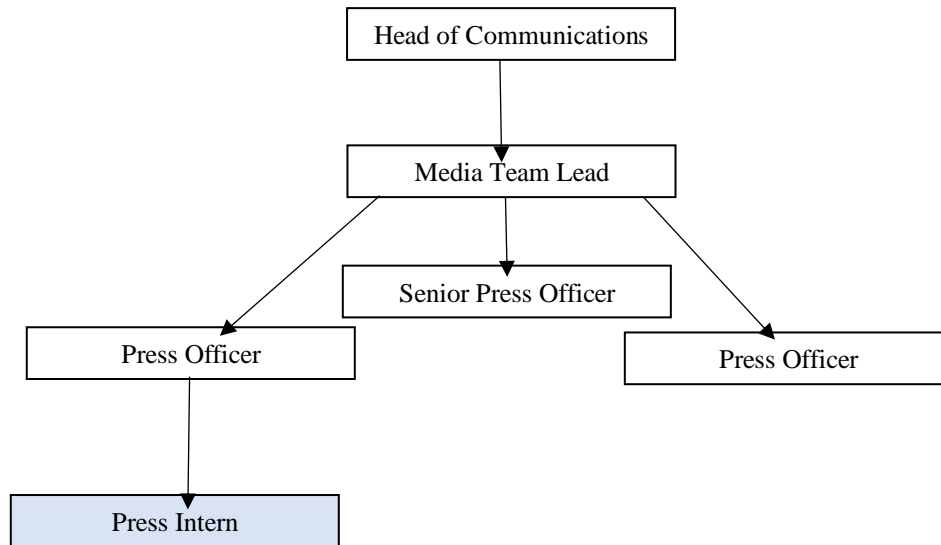
ROLE DESCRIPTION

We require a passionate, organised and committed intern to provide daily support to our press team.

The successful candidate will track and analyse media coverage of MSF in the UK through daily monitoring and the production of quarterly reports. They will also debrief members of staff returning from MSF's medical projects, as well as pitching stories to local and trade media.

This role is an opportunity to gain exposure to media work and explore the day-to-day work of an international NGO and to understand how and why we communicate. There will be ample opportunity to learn more about MSF and you are encouraged to attend and contribute to weekly office meetings and operational updates.

ORGANISATIONAL STRUCTURE



CONTEXT

The Press Intern role sits in the Press Team, which consists of a Media Team Lead, a Senior Press Officer and two Press Officers. The intern role is managed by one of the Press Officers with supervision from the Media Team Lead. The intern provides administrative and media-facing support to the wider team.

ACCOUNTABILITIES

- Compile and distribute daily press review
- Lead media coverage analysis through scoring coverage on a daily basis and by generating graphs and charts based on the scoring for the media team's quarterly reports
- Manage our contact database including creating journalist lists for specific subjects and keep them updated
- Manage the media team's Twitter account, and contribute to MSF UK social channels alongside others in the team
- Take part in debriefing returning field staff
- Use material from debriefs and other materials to pitch stories to regional and trade media
- Use MSF's photo database to research/respond to journalist enquiries

KEY PERFORMANCE INDICATORS

- Showing developed understanding of UK media landscape, including how to pitch to local and trade media
- Learning and utilising MSF's media monitoring systems and contact database
- Keeping on top of coverage monitoring, scoring and generation of quarterly reports in a timely manner
- Tweeting from @MSF_Press account at least once per day

- Take on ad hoc duties according to the needs/workload of the team

- Setting and completing objectives set with support of line manager

CHALLENGE & CREATIVITY / DECISION-MAKING

- Identifying great stories to pitch to local and trade media in the UK.
- Keeping on top of administrative tasks like coverage tagging and reporting, alongside media-facing work.
- Keeping sound ethical and personal judgement when handling queries, posting on social media, and engaging with media.

KNOWLEDGE, SKILLS & EXPERIENCE

This could be through study, volunteering, a previous role, etc. **We do not require the candidate to have a degree** if they can demonstrate experience in these areas in their application.

- Demonstrable interest in media relations
- Demonstrable interest in humanitarian work
- Strong written and oral communications skills
- The ability to recognise a good story
- Some familiarity with UK media
- Some familiarity with Twitter and Microsoft Office, and ability to learn how to use media monitoring software
- Organised and adaptable
- Fluency in languages other than English is a bonus (particularly French or Arabic)

COMPETENCIES

- Passion and commitment to media relations and humanitarian work
- Strong written and oral communication skills
- Ability to learn new systems and keep on top of daily admin tasks
- An eye for a great story
- Eagerness to learn

ADDITIONAL INFORMATION

Diversity, Equity and Inclusion

We are a welcoming, diverse, and inclusive organisation. MSF UK thrives when everyone feels comfortable bringing their best self to work. We celebrate difference, whilst striving to create an environment where colleagues feel respected and valued for their unique potential. We are committed to our values on equity, diversity, and inclusion. Please read our [Equality & Diversity policy](#) for more information.

MSF UK is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.

Safeguarding

MSF UK/IE is dedicated to safeguarding everyone who comes into contact with the organisation, for whatever reason and however brief. All posts are subject to safer recruitment process which include robust reference requests, scrutiny of employment history and where applicable criminal record and barring checks.

Our safeguarding commitment is underpinned by policies and procedures which encourage and promote safe working practice across the organisation. On joining MSF UK/IE you will be required to attend safeguarding training to ensure responsibility for and maintaining safe working practice and to safeguard our teams, beneficiaries, and communities.

Right to work in the UK

Candidates must have the right to work in the UK. Sponsorship will not be considered for this role.

HOW TO APPLY

Please apply on our website by submitting a copy of your **CV together** with a **letter of motivation and** answers to the **application questions** below (**please upload as one document**) by the closing date.

APPLICATION QUESTIONS

Thank you for your interest in working with MSF. To get a better sense of your aptitude for this role, we would like you to complete the questions below. There aren't 'right' or 'wrong' answers, but we are interested in your approach and your ideas. Good luck!

1. *You have received new testimonies and medical data from MSF teams in Sudan on the situation for people displaced by violence in Khartoum. You can pitch these exclusively to one UK newspaper, online news outlet, TV show or radio programme. Where do you choose to pitch it to, and why? (max. 100 words)*
2. *Who is your favourite journalist covering international/humanitarian issues today and why? (max. 100 words)*
3. *Sum up your application as a tweet.*

APPLICATION CHECKLIST

Please check that you have included **all of** the following in your application submitted as one document:

- An up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the person specification (max. 500 words)
- Answers to the application questions above

Recruitment timetable:

- **Closing date for applications: 4 June 2023, 11:59pm (BST)**
- **Interviews: w/c 12 June 2023**

Accessibility

We are committed to removing barriers for people with specific accessibility needs. If you need an adjustment to the recruitment process to be considered for the role, please let us know by contacting recruitment.UK@london.msf.org

Examples of adjustments we can make:

- offering you an alternative if you are unable to use our online application system
- providing necessary information, such as the job description or assessment materials, in an alternate format
- allowing you to have someone with you during an interview for example, a Sign Language interpreter.

For questions, issues or further information, please contact Recruitment.UK@london.msf.org.

We look forward to receiving your application!