



MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS (MSF) UK

JOB DESCRIPTION

Job Title: Press Officer

Department: Communications

Hours: 40 hours per week

Reports to: Media Team Lead

Location: London (MSF UK is a flexible working environment and hybrid working is welcome)

Duration: Permanent

Salary Grade: 3.1

Salary: £38,826.96 per annum (£35,326.96 non-London weighting)

Do you want be part of a vibrant and global facing team working to secure impactful media coverage for the medical-humanitarian organisation Médecins Sans Frontières/Doctors Without Borders (MSF)?

Would you like to work with journalists and producers from the world's most influential outlets, connecting them with the incredible and often life-saving work that MSF colleagues are doing every day in over 70 countries?

If so, we invite you to apply for the exciting Press Officer position here in MSF UK! If you would like an informal chat about the role, please don't hesitate to contact gemma.gillie@london.msf.org

COMMUNICATIONS DEPARTMENT

The Press Officer sits within MSF UK's Media Team (alongside another Press Officer and Senior Press Officer) and reports to the Media Team Lead. The team is one of four within MSF UK's Communications Department – alongside Digital, Editorial/AV and Public Engagement, all whom this role closely works with. Team members share duties, press engagement and management including an on-call rota, and work directly with international colleagues and journalists to secure impactful coverage.

Given its location, the MSF UK Media Team is a hub for communications internationally and is expected to play a significant role in supporting communications ambitions for the whole of MSF.

We are regularly asked to provide strategic media advice and training to field and operational colleagues and work with all major news outlets

JOB PURPOSE

To raise awareness of the work and priorities of MSF with target audiences via coverage in UK and international radio, print, TV and online media.

Position in the organisation

- Reports to the Media Team Lead, and works closely with: all members of the Communications team; other departments in the UK office such as fundraising, HR, programmes and the Manson Unit; and the wider MSF movement
- Alternates supervision of communications intern with the other press officers

Scope of job

- Implements, in collaboration with the Media Team Lead and other members of the UK press team, a media plan to maximise positive coverage of MSF's work and values, and related humanitarian and medical issues.
- Develops and maintains a list of stories suitable for news, documentaries and features.
- Maintains and develops UK press office systems and structures

MAIN RESPONSIBILITIES AND TASKS

Media work

- Maintains and pro-actively develops journalist contacts with UK and international media, including identifying opportunities to build new relationships with key journalist and producer contacts based in the UK
- Acts as one of the first points of contact for UK-based media enquiries, including through the provision of a 24- hour on-call service for media in conjunction with the head of communications, the other press officer and the broadcast relations manager
- Facilitates interviews with spokespeople from the UK or the field, and gathers operational information from the field/operational centres to fulfil media enquiries
- Proactively pitches story ideas to appropriate broadcast, online and print media, with a view to increasing news, features and documentary coverage of MSF stories from international and UK media outlets
- Assists in the pitching, development and project management of documentary projects and other A/V or TV collaborations.

International coordination, support and representation

- Researches story ideas for public communications use across the MSF teams
- Maintains an up to date list of suitable feature stories, including identifying key protagonists and newsworthy angles.
- Sources appropriate content from within MSF through building relationships and planning visits in order to generate media opportunities and support journalists who wish to cover our work, and disseminates resulting materials within the movement for use internally or externally

Press office management and administration

- Attends regularly scheduled meetings to share information, brainstorm solutions and coordinate priorities, with the communications team and the UK office
- Maintains a database of active documentary and feature pitches
- Contributes to and updates media contacts database of relevant documentary and feature producer/editor contacts for print, TV, online and radio

- Maintains, in conjunction with the rest of the press team, press office systems and structures, including: daily media monitoring activity (of MSF's media coverage in the UK, and also of wider media interests and reporting); preparation and dissemination of weekly media planning information, both for the UK press office and for the wider MSF network; recording of updated press contacts lists and any other press office systems and structures

PERSON SPECIFICATION (knowledge, skills and experience required)

Essential:

- Demonstrable experience in press office work or international journalism, including substantial understanding of, and contacts in, UK media.
- Experience in pitching stories and features to print, radio, TV and online
- Good knowledge of world affairs and a demonstrable understanding of and commitment to humanitarian issues
- Excellent verbal and written communications skills; ability to adapt style to suit a wide range of audiences; accessible, friendly telephone manner
- Fluent spoken and written English
- Flexible, can-do attitude and good team player – this role involves working very closely and collaboratively with colleagues in the UK and overseas
- Ability to cope with stress, retain good humour and make sound ethical and personal judgements in order to deal with ambiguities and conflict
- Project management skills

Desirable:

- Demonstrable network of contacts within the broadcast arena, including production houses, broadcast channels, online outlets, and distribution agencies
- Willing to travel overseas if necessary
- Experience in a role which involves pitching and delivering on features and/or the production or distribution of broadcast footage
- Previous work experience with MSF or a similar medical or humanitarian organisation
- Previous work experience in developing countries or unstable environments an advantage
- Ability to speak other languages such as French and/or Arabic

APPLICATION INFORMATION FOR CANDIDATES

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.'

Candidates must have the right to work in the UK.

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.

HOW TO APPLY

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

Incomplete applications will not be considered.

Application checklist

Please check that you have included the following in your application:

- An up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role

Recruitment timetable:

- **Closing date for applications: 5th October 2022, 11.59pm (BST)**
- **Interviews: 12th October, to be confirmed**

For an informal discussion about the role, you can contact the Media Team Lead, Gemma Gillie, by email at: gemma.gillie@london.msf.org