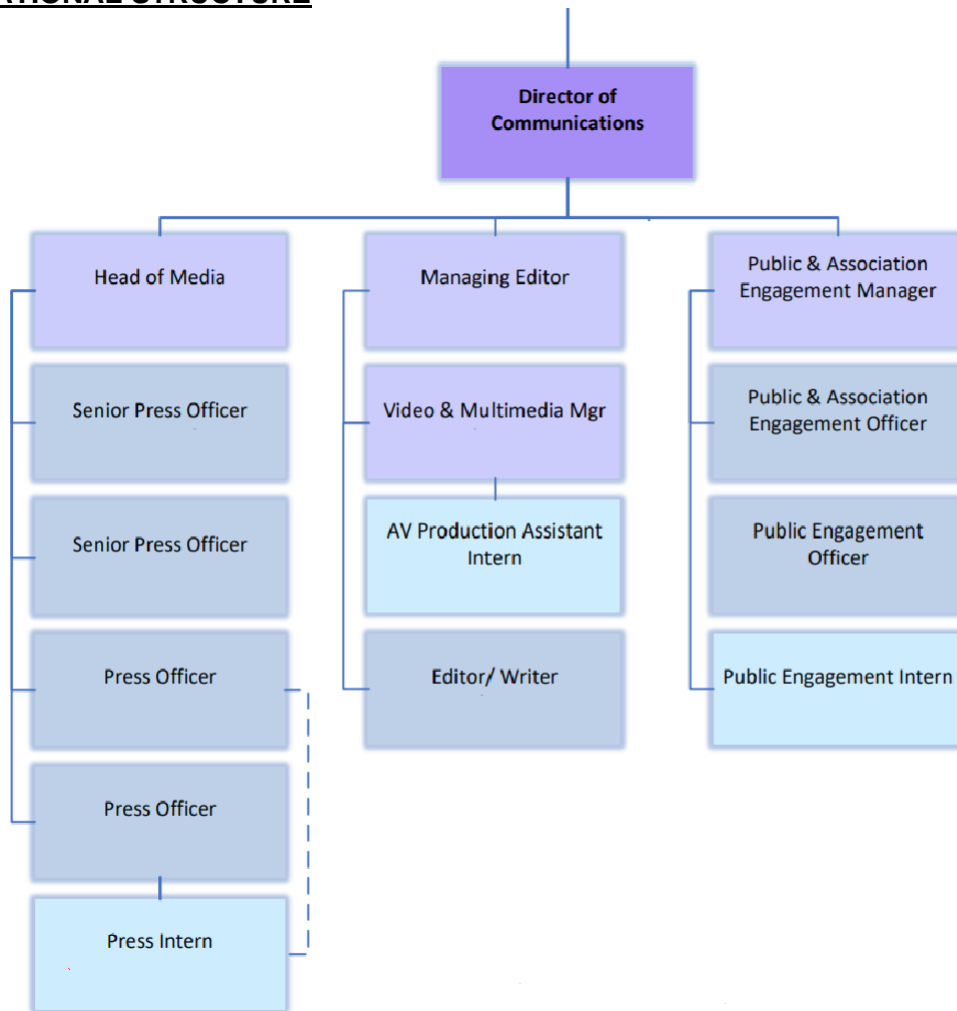




APPLICATION INFORMATION PACK

JOB TITLE:	Press Officer
DEPARTMENT:	Communications
HOURS:	Full time, 37.5 hours per week (Mon-Fri)
LENGTH OF CONTRACT:	Permanent
LOCATION:	London – hybrid working
REPORTS TO (JOB TITLE):	Head of Media
SALARY:	£39,689.92 per annum
BENEFITS:	<p>28 day's annual holiday entitlement (pro rata for part time staff) plus Public/ Bank Holidays.</p> <p>MSF UK currently provides an employer pension contribution of 10% of salary after 3 months continuous employment.</p> <p>Access to independent, free and confidential 24/7 advice on a range of issues, including personal relationships, mental health, bereavement, finances, childcare or work-related issues.</p> <p>Cycle Scheme or Bike Loans available.</p> <p>Group Life insurance currently set at a minimum of 4x basic salary.</p>
<u>OVERVIEW OF DEPARTMENT</u>	
<p>MSF UK's press team is made up of a head of media, four 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.</p>	
<u>JOB PURPOSE</u>	
<p>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. To provide strategic media advice and support to Communications and Operations colleagues around the world due to UK's status as a global media hub.</p>	
<u>DIMENSIONS</u>	
<p>Press Officers and Senior Press Officer rotate recruitment and management of Press Intern every 6 months.</p>	

ORGANISATIONAL STRUCTURE



CONTEXT

The Press Officer sits within MSF UK's Media Team (alongside another Press Officer and two Senior Press Officer) and reports to the Head of Media. 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.

ACCOUNTABILITIES

- Maintaining and proactively developing journalist contacts with UK and international media, including identifying opportunities to build new relationships with key journalist and producer contacts based in the UK.

KEY PERFORMANCE INDICATORS

- Minimum of two journalist interactions (such as a call or meeting) per month.

<ul style="list-style-type: none"> • Acting as one of the first points of contact for UK-based media enquiries, including through provision of 24-hour on-call service for media in conjunction with Head of Communications, other Press Officers and Media Manager. • Facilitating interviews with spokespeople from the UK, HQ offices or the field, and gathering operational information from these sources to fulfil media requests. • Proactively pitching 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. • Researching story ideas for public communications use across MSF teams and maintaining up-to-date list of suitable feature stories, including identifying key protagonists and newsworthy angles. • Sourcing appropriate content from within MSF through building relationships and planning visits so as to generate media opportunities and support journalists who wish to cover our work. Disseminating resulting materials within the movement for use internally or externally. • Attending regularly scheduled meetings to share information, coordinate priorities and brainstorm solutions with wider Communications Team and the UK office. • Maintaining, in conjunction with the rest of the press team, Press Office systems and structures, including an up-to-date database of media contacts for print, TV, online and radio (including documentaries and features), database of active pitches, daily media monitoring (of MSF's media coverage in the UK, and also of wider media interests and reporting), and relevant social media accounts. 	<ul style="list-style-type: none"> • Responding to all media enquiries within 24 hours. • At least 60% of interviews facilitated to be from the context discussed. • At least one pitch per week (content depending). • Database of stories to be updated and reviewed monthly. • Updating Prezly with correspondence from/with all journalists. • Review contact lists monthly.
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CHALLENGE & CREATIVITY / DECISION-MAKING

- The need to make sound ethical and personal judgements in order to deal with ambiguity and conflict and approach issues sensitively.
- Retaining good humour and managing stress, especially during periods of increased media attention e.g. during escalating global crises.

- Analysing operational materials and deciding on key element to use for pitching to media, with a firm understanding of what makes a good story as well as the best place for that story.

KNOWLEDGE, SKILLS & EXPERIENCE

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.

COMPETENCIES

Leadership Values

Respect:

Acting/behaving in a way that shows you care about the other's feelings and well-being.

- Value colleagues as human beings, demonstrated through equal respect for staff at all levels and across the whole movement.
- Inclusive, listen to colleagues and respect their views.

Integrity:

Adherence to MSFs principles and ethics, reflected in transparent honesty and complete harmony in what one thinks, says, and does.

- Offer staff an equal opportunity to access L&D initiatives.
- Demonstrates inclusiveness, acceptance, and appreciation to all staff.

Humanity:

Is people-driven, appreciative, compassionate, and caring with staff

- Identify developmental needs and behavioural changes needed through data and conversations, while advise on possible solutions to support teams.

- Builds strong working relationships with colleagues and other stakeholders.

Accountability:

The responsibility of the individual for her/his activities, accepting responsibility for them, and disclosing the results in a transparent manner

- Take responsibility and ownership for own work.
- Admit mistakes, misjudgements or errors and immediately informs others when unable to meet a commitment and seek help when needed.
- Communicate clearly with staff and other stakeholders.

Empowerment:

Openness to continue one's own development and to support the development of team members. Inspires and develops people. Encourages and supports individual and team learning

- Coach colleagues when needed, working with them to support them in their development to succeed in the organisation.
- Collaborate with colleagues to find the best solution to support their team.

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: Friday 5th July 2024, 11:59pm (BST)**
- **First round interviews: w/c 15th July 2024**

ADDITIONAL INFORMATION**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.

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. Please [click here](#) to check whether you have the right to work in the UK. If you would like to discuss your right to work status further, please contact recruitment.UK@london.msf.org.

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

Interviews will be held on a rolling basis. Please apply as soon as possible as we reserve the right to close the application early if we find a suitable candidate.

We look forward to receiving your application!