

Job Description

Job Title: Media Assistant

Reports To: Media strategist and Senior PR Officer - NTDs

Directorate: Campaigns and communications

Location: UK

Direct Reports: None

Dimensions:

Sightsavers' Media Team is looking for an energetic, proactive individual to support the organisation's Media activities, starting on 2 December 2024. The job will pay £22,932 (paid on a monthly pro rata basis).

Job Purpose:

- To support the Media Team in providing media outreach for all areas of Sightsavers' work
- To provide excellent administrative support and media monitoring
- An opportunity to gain professional experience and develop skills within the communications and development sector.

Main Responsibilities:

Work within the Media Team and provide support of the day-to-day running of the office:

- Leading on a daily news monitoring report with relevant news stories to be shared with internal stakeholders.
- Supporting with key administrative duties connected to media, including media reports, coverage analysis, setting up and minuting key meetings and researching key media target lists.

Supporting the three media officers to deliver their media plans in support of thematic communications strategies:

- Support on reactive media relations as required. Providing journalists with information, including the production of broadcast and print materials, in response to requests from media outlets.
- Researching and identifying story ideas about key projects.
- Building and maintaining lists of relevant target media.
- Writing press releases, feature pieces and briefing documents.
- Supporting on individual media projects as appropriate, with a particular focus on in-country media outreach.

- Attending working group meetings, and feeding back, in the absence of a media officer.

General:

- Supporting the team to uphold a good organisational reputation by setting up monitoring reports for key reputational issues, researching the profiles of key journalists and related admin.
- Building good working relationships with internal and external stakeholders

The main responsibilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Knowledge, Skills and Experience:

- We are looking for someone with a relevant qualification, experience or significant interest in current affairs and the development sector and/or public health.
- We are looking for a hard-working individual with good organisational skills which are required to meet reactive workloads and daily and weekly deadlines.
- The suitable applicant should have excellent communication and creative skills, the ability to use their own initiative and to work independently.

- Ability to write communications materials.
- Passion, enthusiasm and a desire to learn about preventing avoidable blindness and promoting the rights of people with disabilities.