



APPLICATION INFORMATION PACK

JOB TITLE:	Press Intern
DEPARTMENT:	Communications
HOURS:	Full time, 37.5 hours per week (Mon-Fri)
LENGTH OF CONTRACT:	6 months Fixed Term Contract
LOCATION:	London – hybrid working
REPORTS TO (JOB TITLE):	Senior Press Officer
SALARY:	£25,642.50 per annum (London Living Wage)
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>

OVERVIEW OF DEPARTMENT

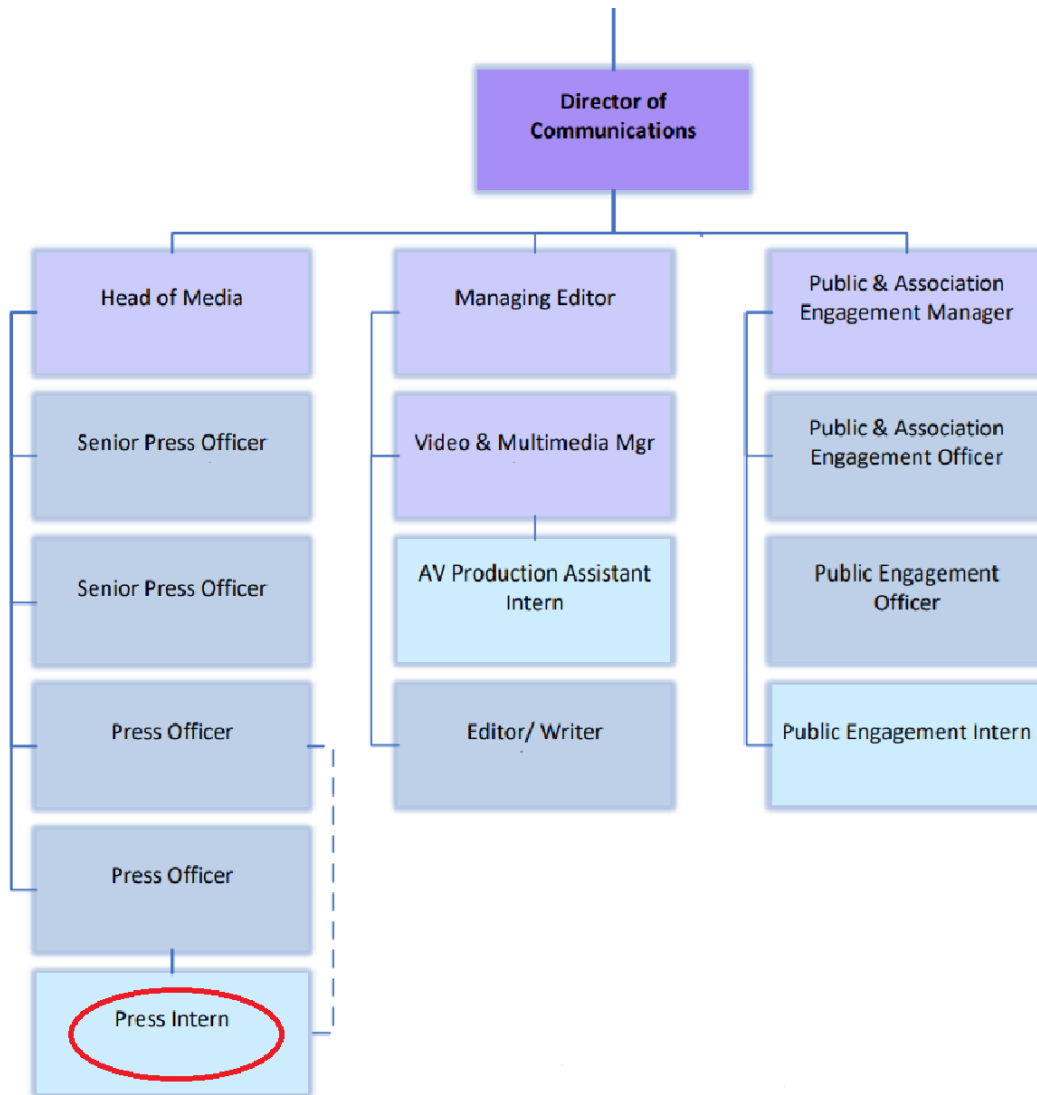
MSF UK's press team is made up of a manager, three press officers and an intern. It sits within and works closely together with the wider MSF UK communications department, which includes a digital team, an audiovisual team, and a public engagement team. The press team also works closely with communications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

JOB PURPOSE

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 a weekly newsletter and quarterly reports. They will also debrief members of staff returning from MSF's medical projects, as well as pitching stories to news outlets. Role also involves some social media management and opportunities to contribute to MSF events, such as Scientific Day.

ORGANISATIONAL STRUCTURE



CONTEXT

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.

ACCOUNTABILITIES

- Compile and distribute weekly MSF Newsletter.
- 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.

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.

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

- 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.
- 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

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 21st June 2024, 11:59pm (BST)**
- **First round interviews: w/c 1st 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!