



MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS (MSF) UK

APPLICATION INFORMATION PACK

JOB TITLE:	Press Officer – Features
DEPARTMENT:	Communications
HOURS:	Full time, 37.5 hours per week – Mon-Fri
LENGTH OF CONTRACT:	Permanent
LOCATION:	London – hybrid, 2 days per week London Office (including Wednesdays)
REPORTS TO (JOB TITLE):	Senior Press Officer - Features
SALARY:	Salary: £41,902.62 - £51,214.32 Internal salary grade: 14.1 - 14.6 <i>Salary is offered in line with our pay framework and typically starts at the entry point of the band. Salary increases are considered annually and are subject to our appraisal and performance review process.</i>
BENEFITS:	28 day's annual holiday entitlement (pro rata for part time staff) plus Public/ Bank Holidays. MSF UK currently provides an employer pension contribution of 10% of salary after 3 months continuous employment. 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. Cycle Scheme or Bike Loans available. Group Life insurance currently set at a minimum of 4x basic salary.
<u>JOB PURPOSE</u> • The main purpose of this role is to proactively seek coverage of MSF / create news about MSF. • This role is about creating opportunities for impactful coverage and setting up good relationships externally. • To raise awareness of the work and priorities of MSF with core target audiences via coverage in UK and international radio, podcasts, TV, print, online and documentaries.	

- Maintain relationships with international colleagues e.g. the International Office (IO), Communication Advisors, other press officers in key hubs globally as well as field communications teams.
- While the majority of your time will be spent gaining proactive coverage, there's also an expectation that you will help with incoming enquiries or offer to assist the News team if it's busy - under instruction from the Head of Media or Senior Press Officers.
- You will be part of an on-call / out of hours rota, including evenings and weekends, for which you will accumulate TOIL.

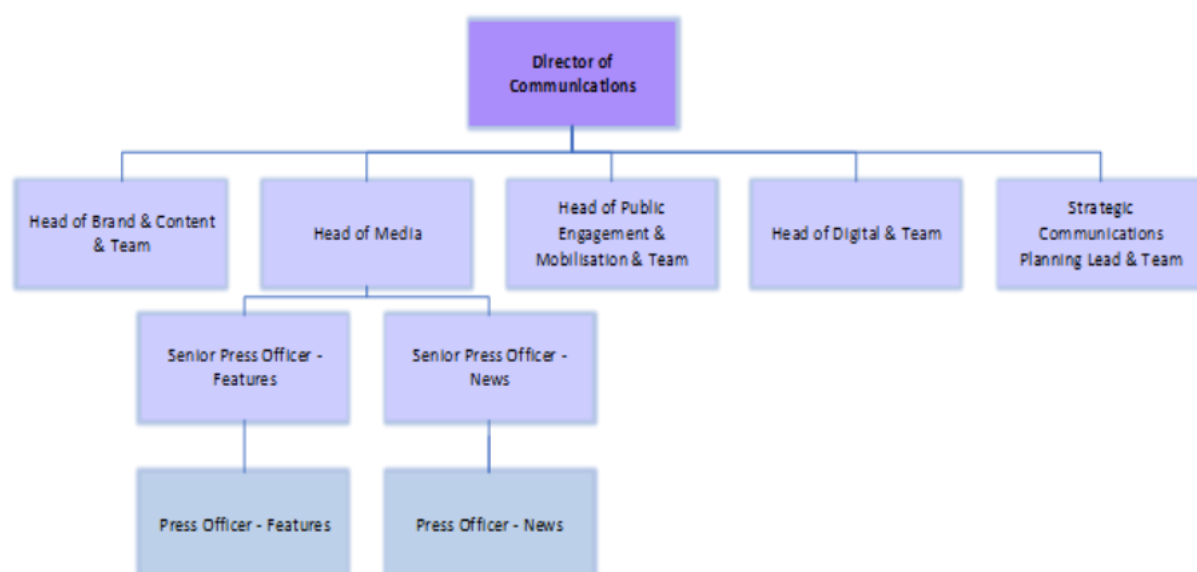
OVERVIEW OF DEPARTMENT

The Communications Department in MSF UK is made up of four teams – media, public engagement, brand and content and digital. This role sits in the media team.

DIMENSIONS

- Together with the team, to build MSF UK's media contacts, to achieve media coverage for our work and to identify new opportunities to reach our target audiences.
- Ensuring our contacts lists are up to date in Prezly.

ORGANISATIONAL STRUCTURE



CONTEXT

The Press Officer (Features) sits within MSF UK's media team, reporting to the Senior Press Officer (Features). The media team is one of four teams within MSF UK's Communications department – along with the digital, brand and content, and public engagement teams.

The Press Officer (Features) works closely with all members of the communications department, particularly the other press officers and Head of Media, as well as with colleagues in operational communications, advocacy/campaigning, UK programmes, and medical positions elsewhere in the organisation and across the wider MSF movement.

All press officers liaise with the media, but it is the focus of the Press Officer (Features) to concentrate on proactive media coverage – ie, pitching MSF staff or projects for interviews. This role would also require you to respond to enquiries from documentary makers, trade magazines, regional and political media.

The role also involves pitching proactively to podcasts, panel shows, TV and radio documentary makers, newspapers, features journalists, regional and trade media.

The post-holder will also identify stories from LEAP (a higher educational programme for MSF staff) & the Global Health & Humanitarian Medicine (GHHM) course and Sci Days (an annual conference bringing together researchers, innovators and advocates in humanitarian global health, to discuss and challenge research from within the sector). They will take these stories alongside others they may have seen elsewhere in MSF such as in Dispatches (the MSF UK quarterly magazine) or Frontline (the monthly email), and pitch them to media outlets.

The Press Officer is also expected to contribute to work to make MSF UK's story telling more representative, diverse and inclusive, and together with the rest of the team to support media training.

The Press Officer is also expected to help the news team when there's an emergency, or when it's particularly busy, as instructed by the Senior Press Officer / Head of Media.

ACCOUNTABILITIES

Putting out press releases and op-eds to promote our work. Creating news, rather than responding to it.

Pitching the Executive Director and other interesting staff to podcasts.

Pitching features and ideas to TV and Radio documentary makers, podcasts, features writers.

Responding to inquiries from documentary production companies – eg, Dispatches, Unreported world, Panorama – or for inquiries for features / longer term projects.

Pitching fundraising stories, storytelling events and returning Internationally Mobile Staff (IMS) to regional, trade and diaspora press.

Promoting advocacy/campaigning activities, such as a PR stunt in the press, occasionally working with other agencies to secure coverage.

Supporting the medical team (the Manson Unit) with the promotion of Scientific Days in scientific and medical press and pitching innovative health projects, such as palliative care.

Promoting MSF UK's educational programmes (LEAP, GHHM), particularly in educational press.

Alongside the other Press Officer (News), using media monitoring services to view coverage about MSF.

Willingness to take part in an out of hours rota (TOIL given).

KEY PERFORMANCE INDICATORS

Regular coverage in the press for our work and our Executive Director (ED), contributing to a strategy that aims to achieve over 1,000 pieces of coverage a year.

ED and other staff featured in podcasts at least five times a year.

At least two documentaries produced and promoted per year.

Fundraising stories, events and IMS included in regional, trade and diaspora press at least twice a year.

Advocacy/campaigning activity to be promoted in press at least three times a year.

Securing coverage for medical activity at least four times a year

Gaining coverage for LEAP and GHHM at least once a year.

CHALLENGE & CREATIVITY / DECISION-MAKING

- Identify, research and pitch story ideas – taking projects from start to finish.
- Navigate internal structures with tact and diplomacy to secure high-impact coverage.
- Manage conflicting priorities and tight deadlines.

KNOWLEDGE, SKILLS & EXPERIENCE

- Demonstrable experience in press office work, TV production or international journalism, including substantial understanding of, and contacts in, UK media.
- Experience in pitching stories and features to print, radio, TV, podcast and online.
- Good knowledge of world affairs and a demonstrable understanding of and commitment to humanitarian issues.
- Ability to work to tight deadlines, handle content of a sensitive nature, and be a team player.
- Project management skills.
- Industry contacts preferred.
- Experience of international development/humanitarian relief preferable.
- Experience in the practical use of personal IT equipment and Microsoft Office 365 suite. The ability to effectively collaborate and communicate within a hybrid working environment utilising Teams, SharePoint, and One Drive and Viva Engage.

COMPETENCIES

The behaviours that must be demonstrated in the job.

Respect:

- a. Invites team members and colleagues from other departments to provide input on topics of discussion and considers their contribution and experience.
- b. Participates in and involves the team in the discussion and decision-making process that may affect all team members before the final decision is made.
- c. Values colleagues as human beings, demonstrated through equal respect for staff and beneficiaries.

Integrity:

- a. Acts by example, modelling the behaviour expected from team members.
- b. Seeks out and offers each team member an equal opportunity and tools to succeed.
- c. Works to achieve cohesion and a spirit of cooperation in the team.

Humanity:

- a. Strives to learn and get to know more about each team member in order to better understand their needs, potential and ascertain ways to better support and work with them.
- b. Shows interest and empathy through active listening. Is approachable: listens actively, observes and acknowledges what they hear.
- c. Removes obstacles that may hinder potential improvements and ways of working in the team, i.e. need to expand and try new things.

Accountability:

- a. Admits mistakes, misjudgements or errors and immediately informs others when unable to meet a commitment and seeks support to do this if needed.
- b. Strives for efficiency in every aspect of their work.
- c. Demonstrates willingness, ability and readiness to change attitudes and behaviours to achieve agreed outcomes and works with team members to ensure these are reached.

Empowerment:

- a. Instils acceptance and optimism in the team.
- b. Allows time and space for people to open up, take appropriate risks, leading to a sharing of knowledge and open communication.
- c. Ensures that team and individual objectives are well-defined, shared and acknowledged by the organisation.

Collaboration: Collaboration is at the centre of all we do.

HOW TO APPLY

Please apply on our website by submitting a copy of your **CV** together with a **letter of motivation** by the closing date.

Incomplete applications will not be considered. We encourage early applications as we reserve the right to close applications before the advertised closing date, or if a suitable candidate is found.

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: Monday 24 August 2026, 12:00pm (BST)**
- **First round interviews: To be confirmed**
- **Projected Start Date: ASAP**

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. Employment sponsorship will NOT be offered by MSF UK for this role. Please [click here](#) to check whether you have the right to work in the UK.

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

We look forward to receiving your application!