



MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS (MSF) UK

APPLICATION INFORMATION PACK

JOB TITLE:	Senior Press Officer - News
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):	Head of Media
SALARY:	Salary: £54,452.47 – £66,553.01 per annum Internal salary grade: 16.1 – 16.6 <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.

JOB PURPOSE

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 IO, Communication Advisors, other press officers in key hubs globally as well as field communications teams.

Together with the other Senior Press Officer, deputise for Head of Media on rotation.

Secure both proactive and reactive media coverage – reacting in a swift manner to incoming news requests and seeking out new opportunities for coverage. The majority of the time you will be handling reactive news enquiries, and identifying opportunities in the news cycle to pitch proactively. During emergencies, the focus would be on reactive.

Support more junior members of the team – including line management of a press officer.

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

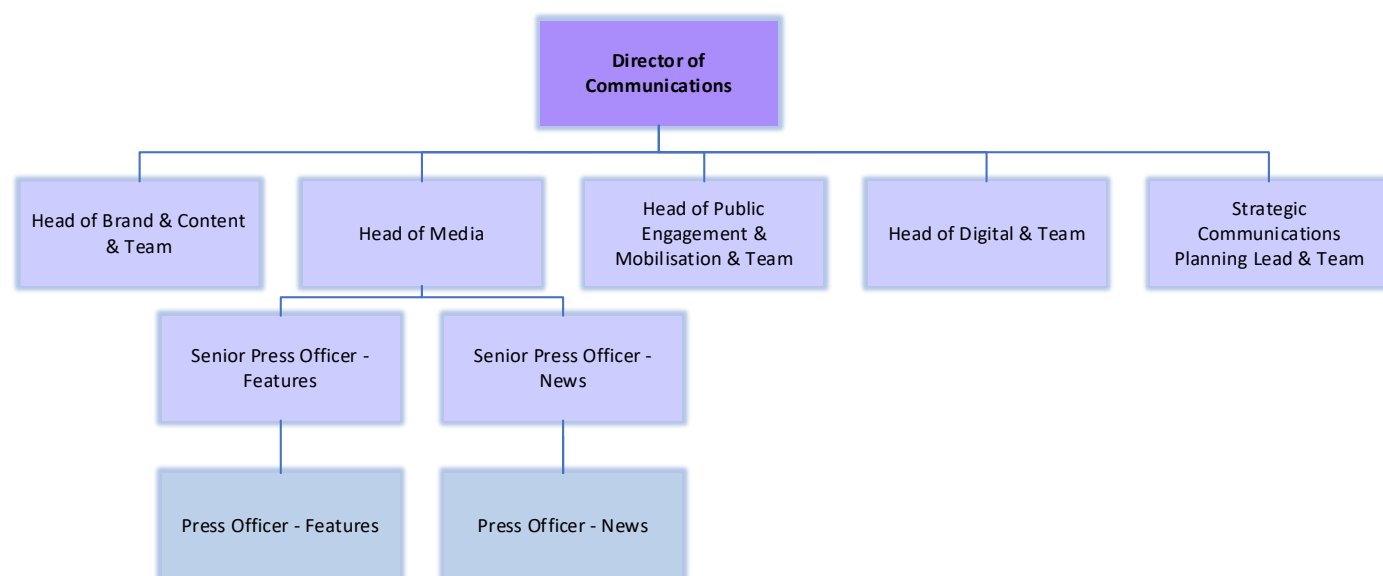
The Communications Department in MSF UK is made up of four teams – Media, Public Engagement, Brand and Content and Digital.

DIMENSIONS

Together with the other Senior Press Officer (Features) and Head of Media, to build MSF UK's media contacts, to achieve media coverage for our work and to identify new opportunities to reach our target audiences.

To line manage, coach and mentor the Press Officer (News), being responsible for their outputs and development.

ORGANISATIONAL STRUCTURE



CONTEXT

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

The Senior Press Officer works closely with all members of the communications team, particularly the other press officers and Head of Media, as well as with colleagues in operational communications, advocacy, operational and medical positions elsewhere in the organisation.

While all press officers liaise with the media and respond to incoming media enquiries, the Senior Press Officer, together with the Head of Media, supports more junior members of the team, helps analyse the media landscape, identifying opportunities and building MSF UK's contacts. They are also expected to contribute to work to make MSF UK's storytelling more representative, diverse and inclusive, and together with the rest of the team to support media trainings.

This role will focus on the reactive side - responding to incoming media requests and putting out press releases. There is also an expectation that the Senior Press Officer will help with handling the Features workload where necessary.

ACCOUNTABILITIES

- Implements, in collaboration with the Head of Media and other members of the UK press team, a media plan to maximise strategic coverage of MSF's work and values, and related humanitarian, medical and advocacy messaging
- Together with the other Senior Press Officer (Features), deputise for the Head of Media.
- Provides guidance to Press Officers and other colleagues on sensitive issues including reputational risks.
- Line manages a press officer and supports their wellbeing and development.
- Establishing contacts and trusted relationships with journalists / producers / news planners.
- Analyses the UK media landscape and identifies and implements opportunities to build contacts and increase our ability to reach our target audiences.
- Working with counterparts in the movement with a view to generating more diverse, inclusive and representative communications for MSF UK and the whole MSF movement.
- Contributes to cross departmental projects, such as LEAP (education programme for MSF staff) or GHM (Global Health and Humanitarian Medicine course), Scientific Days

KEY PERFORMANCE INDICATORS

Contributing to implementation of media strategy.

Deputise in the absence of the Head of Media as directed.

Provide advice to other members of the team on tricky issues.

Undertake line management duties.

Reaching out to new contacts / meeting a new contact once a quarter

Keeping across media trends and informing the teams.

Hosting a visit of another media team to UK / visiting another media team to share best practice.

Is involved in at least one cross departmental project.

CHALLENGE & CREATIVITY / DECISION-MAKING

- Identify, research and pitch story ideas – taking projects from start to finish.
- Member of the Serious Incident Leadership Team (SILT) representing the communications function.
- Advocate and navigate internal structures in order to secure high-impact coverage.
- Manage conflicting priorities and tight deadlines.

KNOWLEDGE, SKILLS & EXPERIENCE

- Demonstrable experience in senior 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 cope with stress, competing priorities and short deadlines, retain good humour and make sound ethical and personal judgements in order to deal with ambiguities and conflict.
- Project management skills.
- Industry contacts - essential.
- Line management skills - desirable.
- 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, One Drive and Yammer.

COMPETENCIES

- Excellent verbal and written communications skills; ability to adapt style to suit a wide range of audiences; accessible, friendly telephone and email manner.
- Good spoken and written English; additional language skills are highly valued.
- Flexible, proactive, can-do attitude, diplomatic and good team player – this role involves working very closely and collaboratively with colleagues in the UK and overseas
- A commitment to diversity, anti-racism, equality and inclusion, and to more representative storytelling.
- 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, One Drive.
- Flexibility and willingness to work unusual hours (time off in lieu is given) or to travel at relatively short notice.
- Willingness to take part in an out of hours rota

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 17 August 2026, 12:00pm (BST)**
- **First round interviews: Week commencing 7 September 2026**
- **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!