

Media Officer

Full time, permanent

Reports to: Director

Salary: £30,676 to £36,134

Location: Office in London with a hybrid working model incorporating remote working

**Purpose of the role**

Palestine Solidarity Campaign are looking for a Media Officer to work with the Director to oversee the operation of our media communications. The post will work alongside PSC’s Digital Communications Officer who carries responsibility for PSC’s social and digital communications. The Media Officer will work with the Digital Communications Officer, Director, Deputy Director - Campaigns, Deputy Director Funding, Membership and Development to develop PSC’s overall communications strategy and with the Campaigns team to develop campaign-specific media plans.

We are seeking a passionate, hardworking communications professional who is able to think clearly and creatively, and work to tight deadlines. The successful candidate will have experience of delivering high quality communications across a range of media platforms. They will be flexible, diligent and calm under pressure.

**Job description**

* Work with the Campaigns team to develop and deliver campaigns-specific media plans
* Develop and deliver a strategy for PSC’s press and media work
* Develop and manage key relationships with journalists and members of the media
* Proactively and reactively work with journalists on placing stories, responding to media requests and identify journalists interested in PSC’s work
* Select and brief PSC spokespeople for media interviews
* Produce relevant media materials including press releases and media briefings
* Plan and deliver PSC media opportunities, including photo opportunities
* Monitor, record and report on PSC’s presence in the media

*As a member of the team you will*

* Assist in the preparation, set up, and running of PSC events, and demonstrations
* Abide by PSC’s aims and objectives and PSC’s house style guide/s
* Attend and contribute to staff meetings and others as requested
* Share developments on a frequent basis with other staff, including your manager
* Produce evaluation and other reports for external and internal audiences.
* Cover for the Digital Communications Officer in their absence
* In order to work effectively in a changing environment as part of a small team, other tasks may be requested

Please note: All posts require flexibility, but the media post particularly requires a willingness to work flexible hours, including at relatively short-notice depending on media requirements.

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**Personal specification**

## *Essential: Experience*

* Experience of producing a range of high quality press materials
* Experience of designing and delivering effective communications and media strategies
* Experience of working successfully with the media and journalists
* *Essential: Attributes*
* Able to manage a demanding workload and work within tight deadlines
* Able to work creatively, flexibly and collaboratively within a small team
* Excellent communication skills
* Knowledge of the key issues regarding the situation in Palestine and an understanding of the appropriate framings to explain this situation
* An excellent understanding of the news agenda
* Commitment to the aims and objectives of PSC
* Clear and demonstrable commitment to anti-racism, equality and diversity.

## *Desirable*

* Experience of working on social justice or Palestine-related issues