

Job Description and Person Specification



Job Title: Media Officer
Reports To: Media and Communications Manager

Overall Job purpose

At Scottish Refugee Council we speak out in support of people seeking refugee protection. We campaign for a fairer and more humane asylum system in the UK, and for a better deal for people rebuilding their lives here.

We believe the media has an important role to play in helping to achieve this. We are seeking a Media Officer focused on news stories to make sure journalists have access to accurate information about refugee and asylum issues, and to maintain a strong voice and presence in the media in support of people seeking protection in Scotland.

This is a busy and demanding role working within a complex political context. We are looking for someone with a strong background in news, either press, broadcast or as a press officer working with news within a charity or other organisation.

Key responsibilities:

- Providing the first point of contact for journalists reporting on refugee and asylum-related issues
- Producing powerful media materials, including quick reactive quotes and statements, press releases, opinion pieces and short videos
- Securing input and participation from refugee communities and individuals and supporting people through the process of speaking to the press
- Engaging with complex positions on all aspects of UK asylum policy in order to speak and write about these in a clear, concise, precise and accessible way
- Briefing journalists and arranging interviews and access to spokespeople
- Co-organising the annual Refugee Festival Scotland Media Awards
- Drafting news stories and updates for Scottish Refugee Council's website
- Working with a network of UK colleagues to support media and communications interventions UK-wide
- Supporting colleagues to act as spokespeople when required
- Engaging with relevant news, issues and debates on social media

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About you:

We are seeking someone with a strong background in news, either press, broadcast or as a press officer working on news within a charity or other organisation. You will have an excellent and intimate understanding of how news works, with experience of producing quick, effective, reactive news lines for breaking stories. You'll have sound judgement and be able to think and act strategically while working quickly and to deadlines.

| Quality | Essential | Desirable |
|------------------------------------|--|---|
| Education and training | <ul style="list-style-type: none"> Degree or equivalent relevant professional experience in | |
| Professional experience and skills | <ul style="list-style-type: none"> journalism or press work Substantial experience of working in a news environment (press office or media outlet) Track-record of either reporting on or securing high impact media coverage on complex and challenging issues Outstanding writing and communication skills and good digital content creation skills Good understanding of current asylum policy context in Scotland and the UK Strong critical and strategic thinking skills – able to assess and assimilate information and anticipate potential outcomes | <ul style="list-style-type: none"> Working knowledge of essentials of media law Experience of supporting individuals to speak to the media Experience of working in a campaigning context focused on positive social change and reform |
| Personal qualities | <ul style="list-style-type: none"> Outstanding communication skills – able to communicate in a clear, concise, precise and impactful way Collaborative and open approach – open to both contributing and learning from colleagues Personal integrity and a commitment to principles of equality and diversity | <ul style="list-style-type: none"> Lived or family experience of seeking refugee protection |