

Media Officer (Maternity Cover)

Title	Media Officer (Maternity Cover)
Responsible to	Operations Manager
Commitment	Full-time 37.5 hours/week (Part-time would also be considered) Starting August 2019
Salary	Circa £23k (depending on experience and technical skill set)
Location	Whitechapel, London

Background

The Muslim Council of Britain (MCB) is the UK's largest and most diverse national Muslim umbrella organisation with over 500 members including mosques, schools, charitable associations and professional networks. Our mission is empowering Muslim communities to achieving a just, cohesive and successful British society.

Role Purpose

To support the Media Team by co-ordinating all media-related activities with both external and internal stakeholders

Key Tasks and Responsibilities

1. Manage the media inbox and deal with new media enquiries
2. Answer phone calls and email enquiries from journalists
3. Drafting press releases both reactively and proactively
4. Proactively phone or email journalists regarding press releases and activities and maintain regular relationship
5. Maintaining a contacts database of key media contacts
6. Proof-read all media statements before they are released
7. Arrange for spokespeople to speak to the media
8. Occasionally be on call to deal with urgent media enquiries outside of normal working hours
9. Support with media planning for wider projects and campaigns
10. Manage content on the website via Wordpress CMS and mailchimp.
11. Manage content and correspondence on social media platforms
12. Prepare summary reports for senior management.
13. Carrying out other tasks as may be reasonably requested by your line manager

Person Specification:

- Experience of working with the media or press
- Excellent written and spoken English language
- Keen eye for detail
- Strong IT skills, including website CMS systems
- Strong inter-personal and communication skills via phone, email and in-person
- Ability to exercise discretion and confidentiality with sensitive information
- Able to cope with pressure and meet tight deadlines
- Awareness of how the media works in print, broadcast and online forms
- Good understanding of British Muslim communities and respect for its diverse traditions and ethnic backgrounds

The MCB is a flexible employer and alternative working arrangements can be discussed.

Information for applicants:

Please submit your CV and covering letter, outlining how you meet the requirements set out in this job description, to admin@mcb.org.uk.

Closing date for applications is 9.30am, Monday 22 July 2019, however applications will be assessed on a rolling basis and early applications are encouraged.