

Press and Media Officer



1. **Role Title:** Press and Media Officer (Full-time, Maternity Cover)
Reports To: Operations Manager (Line)
Location: London / Flexible (Work from Home)
Dates: Immediate start until October 2020 (with possibility of extension)
Alternative flexible working arrangements including Part-Time can also be discussed
Salary: £20-25k (dependent on experience)

2. **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.

3. **Role Purpose**
To support the Communications and Media team by co-ordinating all media-related activities with both external and internal stakeholders.

4. **The Role - Duties & Responsibilities**
 - Manage the media inbox and deal with new media enquiries as per specified protocol
 - Answer phone calls and email enquiries from journalists
 - Draft press releases both reactively and proactively
 - Proactively phone or email journalists regarding press releases and activities and maintain regular relationship
 - Draft letters, speeches and OpEds, if required.
 - Maintaining a contacts database of key media contacts and experts
 - Proof-read all media statements before they are released
 - Arrange for spokespeople to speak to the media
 - Occasionally be on call to deal with urgent media enquiries outside of normal working hours
 - Support the MCB's wider projects and campaigns with media support
 - Manager Digital media output including but not restricted to:
 - Manage content on the MCB websites via Wordpress CMS
 - Manage content on the MCB social media platforms - this includes liaising on design, some creation and planning for increased reach
 - Manage content on the MCB mailchimp account, including monthly newsletter
 - Draft communications policy and procedures when required to ensure smooth running of department.
 - Prepare summary reports for senior management as and when required.
 - Carrying out other tasks as may be reasonably requested by your line manager
 - Support the work of the Public Affairs Department as and when needed

5. **The Person**
 - Proven experience in a communications, media or press officer role
 - 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

- Experience liaising with high level stakeholders including political entities.
- Understanding of the issues that the MCB deals with and the potentials risks and impacts.
- Good understanding of British Muslim communities and respect for its diverse traditions and ethnic backgrounds

To apply:

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

Closing date for applications is **5pm, Friday 13 March 2020**. Candidates will be considered on a rolling basis.

Only shortlisted candidates will be contacted, and initially telephone interviews will be held on a date to be confirmed.