



## Job specification

<b>Job title:</b>	Media officer
<b>Reports to:</b>	Media & communications manager
<b>Grade:</b>	G4
<b>Salary:</b>	£34,507
<b>Contract type:</b>	Full time, temporary until 31 <sup>st</sup> May 2025

### Overall job purpose:

Scottish Refugee Council is an independent charity dedicated to supporting people in need of refugee protection. We speak out on refugee and asylum issues and 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 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. 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:

- To support the delivery of our communications strategy to ensure a strong pro-refugee rights voice in the mainstream media
- Provide a comprehensive support service for journalists reporting on refugee and asylum-related issues, providing briefings and arranging interviews and access to spokespeople
- Produce effective media materials, including quick, reactive quotes and statements, press releases, opinion pieces and short videos
- Secure input and participation from refugee communities and clients and supporting people through the process of speaking to the press
- Draft news stories and updates for Scottish Refugee Council's website
- Compile and maintaining a resources section of the website specifically for journalists
- Work with a network of UK colleagues to support media and communications interventions UK-wide
- Work with colleagues to provide media training and support to spokespeople from refugee communities

- Deliver an awards programme for journalists
- Engage with relevant news, issues and debates on social media

## Person specification

### 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'll have an excellent and intimate understanding of how news works, with extensive experience of either reporting and producing news or working in a busy press office.

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	Degree or equivalent relevant professional experience in journalism or press work	Working knowledge of essentials of media law
Professional experience and skills	Substantial experience of working in a news environment (press office or news outlet)	
	Track-record of either reporting on or securing high impact media coverage on complex and challenging issues	Experience of supporting individuals to speak to the media
	Outstanding writing and communication skills, and proven ability to produce exceptional work under pressure	Experience of organising press calls and other media events
	Working understanding of current asylum policy context in Scotland and the UK	Experience of working in a campaigning context focused on positive social change and reform
	Strong critical and strategic thinking skills – able to assess and assimilate information and	



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	anticipate potential outcomes	
Personal qualities	Outstanding communication skills – able to communicate in a clear, concise, precise and impactful way	Lived or family experience of seeking refugee protection
	Collaborative and open approach – open to contributing and learning from colleagues	
	Personal integrity and a commitment to principles of equality and diversity	

### **About us:**

Scottish Refugee Council is an independent charity dedicated to supporting people in need of refugee protection. Our vision is for a Scotland where people are protected, find safety and support, have their human rights and dignity respected and are able to achieve their full potential. Find out more about our vision and aims: <https://www.scottishrefugeecouncil.org.uk/about/vision-aims/>

The Media Officer post sits within our Policy, Communications and Communities department. We are working to a hybrid model which includes use of our office in Glasgow city centre.