Science Media Centre
where science meets the headlines

Role Profile

Job Title: Press Office Assistant

Reports to: Head of Operations

Overall Aim:

Overall responsibility for the smooth running of the SMC's press office functions, including all logistical aspects of press briefings.

To provide administrative support to the Chief Executive and logistical support to the SMC's press officers.

To carry out evaluation and monitoring of the SMC's press work, as well as routine upkeep of the Centre's press contacts.

Key Responsibilities

1. Overall responsibility for booking of all rooms and related facilities (catering, audio visual etc.) for regular press briefings and other meetings, including managing bookings with the Wellcome Trust and Wellcome Collection Conference Centre.

2. Overall responsibility for the logistics of all press briefings, including room bookings, recording attendees, preparing signage, audio recording, preparing and distributing documents.

3. Compiling detailed and timely reports of media coverage of SMC activities and other work to monitor the SMC's output.

4. Support for the Chief Executive's press work, including formatting and working with templates, and scheduling press briefings by liaising with external partners.

5. Administrative support for the Chief Executive, including diary management, arranging meetings and travel, performing research and assisting with expenses claims and reimbursements.

6. Liaising with Wellcome Trust reception and security over visitors to the SMC.

7. Accompanying camera crews from broadcast news media outlets within the building and ensuring rules on filming are adhered to.

8. Maintaining the office diary for press briefings, updating team on arrangements.

9. Leading the organisation and running of SMC "Introduction to the News Media" events.

10. Providing logistical support for other internal and external meetings as and when required.

11. Liaising with the press team on arrangements for events to which external personnel are invited, to ensure optimum experience in terms of room set up and catering.

12. Taking responsibility for the wider upkeep and improvement of the SMC's media monitoring.

13. Preparing documents for meetings, including photocopying and compiling.

14. Taking minutes and action points at meetings, as required.

15. Managing, updating and recording the distribution of all SMC publications.

16. Managing the press and other mailing lists for use by the SMC team.

17. Assisting with database maintenance, website updating and record keeping.

18. Providing support to other members of the SMC where necessary, including answering email enquiries received by the Centre when required.

19. Being the first point of contact for all telephone enquiries to the Centre.

20. Delegating tasks and instructing SMC interns, where necessary.

21. Participating in out-of-hours media work as and when required, to support the press office team.

Role Experience, Knowledge and Skills Profile

Job Title   **Press Office Assistant**

	Essential	Desirable
Experience	• Experience of a busy office environment	• Experience of working in a press office or similar environment
Knowledge & qualifications	• Degree level • Proven interest in science and the media	• A science degree or similar background • Interest and understanding of a broad range of topical issues in science
Skills	• Excellent organisational and administrative skills • Excellent communication skills • Excellent IT skills – including extensive knowledge of Microsoft Office 2010 • Ability to work under pressure in an extremely busy environment • Ability to multi-task and prioritise • Ability to work on own initiative	
Personal style and behaviour	• Personal commitment to the values, vision and objectives of the Science Media Centre	
Other requirements	• Commitment to quality and best practice in all aspects of the Science Media Centre's operations • Evidenced commitment to equality and diversity	