Role Profile

**Job Title:** Trainee Press Officer (one-year, fixed term)

**Reports to:** Press Officer

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**Overall Aim:**

To perform core activities of the Science Media Centre, including responding to media enquiries, producing Roundups and Rapid Reactions.

This role at the SMC has been created for two reasons:

1. To ease the pressure of work on the existing team and allow the press officers more time to focus on their specialist areas and on SMC project work.
2. To meet a need identified by colleagues in science communications for more research press officers with skills in dealing with science in the news.

This traineeship is a one-year contract at a very junior level. This trainee will be involved in all core SMC services to the media but will not be required to do some of the work SMC press officers do like public speaking engagements, SMC projects, covering specialist areas, etc. There is no plan to extend the contract following the traineeship.

The trainee will be line-managed by the Press Officer and supported by the whole SMC team.

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**Key Responsibilities**
1. Handling media enquiries.
2. Gathering comments from scientists for the SMC’s Rapid Reactions to breaking news.
3. Gathering comments from scientists on new findings in journals for SMC Roundups.
4. Monitoring the key science journals and identifying the studies that need an SMC Roundup.
5. Monitoring the news agenda to see if SMC Rapid Reactions are required.
7. Adding new scientists to the database, as required.
8. Monitoring science coverage on a daily basis and alerting the team to key articles and trends.
9. Developing and maintaining good working relationships with the news media, facilitating the effective handling of media enquiries.
10. To participate in out-of-hours media work as and when required, on a shared basis with other members of staff.
11. Any other tasks that reasonably fall into the remit of the Trainee Press Officer role.

Please also be aware of and follow the Science Media Centre’s policies and procedures, with particular attention to health and safety, equality and diversity and client service excellence.

To further your development and knowledge you will be expected to attend training as necessary.

The Science Media Centre reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job.
## Role Experience, Knowledge and Skills Profile

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<thead>
<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Knowledge &amp; qualifications</td>
<td>• A science-relevant degree</td>
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### Skills

- Excellent communication skills
- Excellent IT skills
- Excellent time management and organisational skills
- Ability to work under pressure in an extremely busy environment
- Ability to deal with conflict when it arises
- Ability to handle high profile controversial and sensitive information with discretion and diplomacy
- Ability to multi-task
- 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

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Issued on behalf of the Science Media Centre

This job description has been read and understood by me.

Signed: ________________________________  Signed: ________________________________

Name (Please print): ________________________________  Name (Please print): ________________________________
Role Experience, Knowledge and Skills Profile

Date: 

Date: 