

Role Profile

Job Title: Press Office Assistant

Reports to: Senior Press Officer

Overall aims

- Overall responsibility for smooth running of the SMC's Press Office functions, including all logistical aspects of press briefings
- To provide support for the Press Officers and the Chief Executive on press work, including with the recruitment of and relationships with scientists
- To carry out evaluation and monitoring of the SMC's press work, as well as routine upkeep of the Centre's press contacts
- To maintain the SMC's database resources to a high standard
- To conduct media monitoring to inform the press team of Science Media Centre work and general trends in the media

Key responsibilities

- Collaborating with the Chief Executive on press work, including:
 - scheduling press briefings by liaising with journalists, scientists, press officers, Government officials, and other SMC staff
 - proof-reading and formatting Rapid Reactions, Roundups and Briefing invites to send to journalists
 - providing the Chief Executive with information as required such as sourcing relevant contact details from the database or surfacing contextual information and past SMC work
- Overall responsibility for the logistics and running of all press briefings, including:
 - full AV management for in-person and hybrid press briefings using Zoom webinar, sometimes running multiple briefings in one day
 - liaising with the Wellcome Collection Conference Centre and the Wellcome Trust events teams to register guests, book meeting rooms and organise catering
 - preparing signage and greeting guests
 - preparing and distributing documents
 - recording attendee numbers

The Science Media Centre is registered in England and Wales as a registered charity (no. 1140827) and a company limited by guarantee (no. 07560997).

The Science Media Centre holds contact information for the individuals it works with in under the terms of the Centre's [privacy notice](#). This information is only accessible by members of the Science Media Centre staff. It is not used in any automated processes or for profiling and is only ever used in pursuit of the Centre's charitable objectives.



- distributing recordings to journalists
 - supporting the Press team and Chief Executive with follow-up
- Managing a busy shared public-facing inbox, responding to press queries, identifying items for team discussion and triaging queries where required
- Compiling detailed and timely reports of media and social media coverage of SMC activities and other work to monitor the SMC's output
- Handling incoming phone calls and emails from journalists
- Upkeep of the SMC's expert database, including data entry and data quality checks
- Upkeep of press lists for use by the SMC team, including adequate back-ups are kept
- Upkeep of the SMC's website and social media platforms (Linkedin, Twitter, BlueSky), including writing and posting content
- Upkeep of the shared drive of office documents, templates, files etc
- Leading on the logistics for the annual SMC event, "Introduction to the News Media", as well as other external press events as required, working alongside a Senior Press Manager to ensure a smooth-running event
- Monitoring the media for news articles and comment articles of interest to the SMC and sharing these with the team
- Monitoring social media for topics and discussions relevant to the SMC
- Supporting in the monitoring of the changing media and social media landscape, including looking at and reporting to the team on trends and changes in how people consume media
- Participating in out-of-hours media work as and when required, to support the press office team and leading on scheduling holiday press cover
- Supporting the OEA in onboarding SMC interns
- Working with the Head of Operations and Operations and Executive Assistant on office support, as required, and covering aspects of the OEA role when needed (e.g holidays)
- Providing support to other members of the SMC where necessary

Role Experience, Knowledge and Skills Profile

[E] Essential

[D] Desirable

Skills

- Excellent organisational and administrative skills [E]
- Excellent communication skills [E]
- Ability to multi-task and prioritise [E]
- Ability to work on own initiative [E]
- Strong IT skills including working knowledge of Microsoft365 tools [E]

Knowledge & Qualifications

- A demonstrable interest in science [D]

Working style & behaviours

- Personal commitment to the values, vision and objectives of the Science Media Centre, including the accurate communication of science in the media [E]

Experience

- Experience working in a busy office or similar environment [D]
- Experience working with software including databases, CRMs, Zoom webinars, or content planning software [D]

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