

Function/Team:	Communications
Reporting to:	International Media Relations Manager
Contract type:	Permanent

Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose:

The purpose of this role is to support the International Media Relations Manager with the efficient running of all Mary's Meals International media relations. This will include covering for the International Media Relations Manager and a wide range of tasks, all with the aim of raising awareness of Mary's Meals. This will include supporting both colleagues within Mary's Meals International (MMI) and within our programme and national affiliates around the world, as well as key media contacts.

Key responsibilities:

- Reviewing and drafting high quality press releases and bespoke comment for both MMI and templated press releases for national affiliates to use.
- Distributing press releases and media statements to individual contacts, including journalists and editors.
- Identifying and reaching individual contacts and key contacts in international media – providing support to the International Media Relations Manager and with guidance, respond to enquiries.
- Researching contacts on our media database (Onclusive) and managing affiliate access to the database including managing the relationship with Onclusive.
- Following up media pitches, especially by phone, and facilitating interviews with MMI spokespeople, supporting the International Media Relations Manager with information required for any pre-interview briefings.
- Researching and collating reach and coverage of MMI material and drafting a monthly report of coverage for review by the International Media Relations Manager, for the purpose of informing senior management.
- Collating coverage from global communications teams and including activities in the monthly report.
- Researching, drafting and editing the weekly News Digest for MMI to ensure that all colleagues are well informed of current media coverage and any emerging issues

- Liaising with the national and programme affiliates on their media work, under the direction of the International Media Relations Manager.
- Support the International Media Relations Manager to organise media events when necessary or press coverage for Marys' Meals events.
- Work alongside the International Media Relations Manager in the event of a crisis response situation.
- Support the International Media Relations Manager to represent Mary's Meals at all levels and provide cover during periods of leave/absence.
- Supporting the organisation, development and follow-up of media trips.
- Work closely with colleagues in the communications Team at MMI and within programme/national affiliates to ensure that accurate and up to date messages are used within media coverage
- Lead on podcast pitches, and curate podcast programme and reporting

Additional information:

- As part of your role, you may, occasionally, be required to travel to countries where Mary's Meals operates.

Essential skills & experience required for this role:

- Experience of writing for the media in an international environment; good attention to detail and accurate spelling and grammar.
- Fluent in English and at least another language.
- Previous experience working in a media/journalist role with experience promoting stories.
- Previous experience working in a busy press office, ability to take, and traffic, urgent media calls.
- Ability to work under pressure and meet tight deadlines.
- Evidence of a strong news sense and knowledge of national/regional media.
- Good understanding of how news outlets operate and know how to effectively work with them.
- Cultural understanding of and sensitivity to the work of Mary's Meals.
- Good MS Office skills including Word, PowerPoint and Excel.
- Ability to use and take on new technologies such as Dot Digital, Canva and new AI tools.
- Vocational attitude to work.
- Willingness to work flexibly - this role may involve some out-of-hours work given the nature of working with the media.

Desirable skills & experience for this role:

- Experience working in a culturally diverse, international environment.
- Experience of working in an in-house media team or PR agency.
- Experience of responding effectively to crisis media stories.
- Ability to work in an agile manner and re-prioritise tasks to respond to changing needs/

Qualifications:

- Bachelor's degree in journalism/communications or relevant discipline or equivalent.

All MMI employees are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and, if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your MAP process.