

# JOB DESCRIPTION



<b>Job Title:</b> Press Officer x2
<b>Department:</b> Communications & Engagement
<b>Faculty/Central Service:</b> Central Service
<b>Location:</b> London
<b>Reports to:</b> Media Manager
<b>Full Time/Part Time/Casual:</b> Full-time
<b>Grade:</b> Grade 5
<b>Overall Purpose of the job:</b> Coordinating LSHTM's media activities in order to boost its profile in line with strategic goals and protect its reputation.  Reporting to the Media Manager and working alongside the existing Press Officer, you'll be working on the day-to-day delivery of a high-quality media relations service, with responsibility for generating national and international media coverage relating to LSHTM's research output, world-leading scientists and teaching programme, and liaising with journalists, staff and other key stakeholders.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

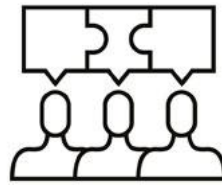
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

## **FACULTY/DEPARTMENT INFORMATION**

The Communications & Engagement department has 10 specialist teams working to raise LSHTM's profile and protect its reputation, engage key audiences and support income generation.

The Press Team leads all media relations for LSHTM including issuing press releases, story pitches and reactive expert comment, handling media enquiries, writing and uploading online news stories, coordinating documentary/filming opportunities, developing and placing op-eds, and managing LSHTM's LinkedIn and BlueSky accounts.

## **Main Duties and Responsibilities**

- Generating national, international and trade media coverage by identifying, developing and pitching news stories and features based LSHTM's world- leading research and expertise
- Supporting academics to write accessible think pieces and expert reaction comments
- Helping the team to develop innovative, striking and engaging digital and social media content LSHTM's main social media accounts, including LinkedIn and BlueSky.
- Supporting LSHTM staff with all aspects of media engagement
- Forming strong working relationships with high-profile journalists, LSHTM academics and external stakeholders
- Liaising with journalists to secure interview opportunities, proactively and reactively
- Managing and responding to media enquiries
- Maintaining media contact and expert databases
- Monitoring, analysing and communicating media coverage
- Writing and sourcing images and multimedia content for newsletters and other print and digital media
- Overseeing filming at LSHTM
- Organising press conferences and other media events
- Supporting the Media Manager and Marketing & Communications Manager in promoting the work of the team and meeting communications strategy objectives
- Deputising for the Media Manager in their absence
- When required covering out of hours and at weekends when the press office is dealing with urgent media issues

## ***Additional Information***

Other responsibilities or duties as required by the Marketing & Communications Manager, Director and Deputy Director of Communications & Engagement

### Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Education to degree level or equivalent with substantial experience and/or recognised relevant qualification.</li> </ul>	E
<b>Experience</b>	<ul style="list-style-type: none"> <li>An ability to communicate complex messages succinctly, accurately and in a 'newsy' style for lay audiences, and develop 'story packages' that include press releases and social and digital media content</li> <li>Experience of working in media and communications within a health or science environment</li> <li>Experience of using social media, such as LinkedIn, X, and BlueSky in a business environment</li> </ul>	E  E  E
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Thorough understanding of the UK and global media landscape</li> <li>Thorough understanding of the current global health/global development landscape and UK HEI landscape, alert to both opportunities and potential issues</li> </ul>	E  D
<b>General</b>	<ul style="list-style-type: none"> <li>Ability to prioritise, work to tight deadlines and cope well under pressure</li> <li>Excellent written and oral communication skills</li> <li>Ability to work independently and as part of a team</li> <li>Methodical, organised and accurate</li> <li>Excellent computing and database skills, including knowledge of media monitoring and database tools</li> </ul>	E  E E E  E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Apr 2026

## Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the LSHTM salary scale, Grade 5 scale in the range £39,984 - £45,728 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM operates a Hybrid Working Framework which, alongside agreed service requirements, enables teams to work more flexibly where the role allows - promoting wellbeing and a better work/life balance. Please note that roles based in London are required to work on-site a minimum of two days per week.

## Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

Applications from candidates who require sponsorship to work in the UK will be considered alongside other applications but due to the salary range for this role not meeting the UKVI requirements, only applicants under certain circumstances may qualify for sponsorship for this role. Please refer to the details on the Skilled Worker visa pages to check if you are able to be paid below the [general threshold](#). Please indicate this in your application and proceed if you are able to meet the requirements.

Applicants who do not currently have the right to work in the UK will have to satisfy UK Visas & Immigration regulations before they can be appointed.

Further information about Sponsorship and eligibility to work in the UK, can be found on the [government immigration rules page](#).