



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Senior Media Relations Officer

Department/Division: Grantham Research Institute on Climate Change and the Environment
Accountable to: Policy and Communications Director

Job Summary: This is a post within the Grantham Research Institute on Climate Change and the Environment, which is an internationally-recognised research centre at the London School of Economics and Political Science. We are seeking a highly-motivated and proactive professional to play a leading role in increasing the impact of the work of the Institute, and that of the Centre for Climate Change Economics and Policy (jointly hosted by LSE and the University of Leeds), through increasing our profile and improving our engagement with the media and increasing positive coverage, in the UK and abroad. This post will involve working with senior members of the Institute and Centre, including Lord Stern. The post's responsibilities will include carrying out tasks outside normal office hours.

Duties and Responsibilities

These will include:

- Developing, in consultation with the Policy and Communications Director, the media relations strategies for the Institute and the Centre, and implementing them;
- Offering proactively a full range of professional media relations services within the Institute and Centre, liaising independently with individual members;
- Initiating and leading activities to raise the profile of the views and activities of members of the Institute and the Centre in the national print, broadcast and online media in the UK and key countries around the world;
- Building and maintaining relationships with a wide variety of journalists in the UK and abroad, and managing a contacts database;
- Writing, editing and disseminating media releases and other materials for journalists;
- Organising media briefings and interviews with spokespersons from the Institute and the Centre;
- Writing articles for the print and online media about the work and activities of the Institute and the Centre;
- Responding to enquiries from journalists in the print, broadcast and online media in the UK and abroad, and helping to provide an out-of-hours press office service;



- Monitoring and evaluating coverage of the Institute and the Centre in the print, broadcast and online media in the UK and abroad;
- Advising academic members of the Institute, including Lord Stern, about their engagement with the media, including broadcast interview tips.
- Contributing with other members of the communications team to delivery of the external communications strategies;

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

LSE believes that equality for all is a basic human right. We actively encourage diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.