

VACANCY

COMMUNICATION AND PRESS OFFICER

Full time, Home based

Overview of The Union:

The Union was founded in 1920 and is the world's first global health organisation. We are a global leader in ending tuberculosis (TB), we fight the tobacco industry, and we solve key problems in treating major diseases. We use science to design the best treatments and policies for the most pressing public health challenges affecting people living in poverty around the world. The Unions members, staff and consultants operate in more than 150 countries and embody our core values of accountability, independence, quality and solidarity.

www.theunion.org

Twitter : @Union_TBLH

Facebook: @TheUnionLungHealth

Overview of the position:

Tobacco is a primary driver of today's dramatic rise in chronic non-communicable disease, killing seven million people per year, a figure that is expected to rise to eight million by 2030, mostly in low- and middle-income countries. Tuberculosis – a disease that is preventable and curable – is killing 1.7 million people every year. The communications team has a global role to influence stakeholders, especially policy makers, in how to beat the TB epidemic and other lung related public health crisis, including the urgent fight against tobacco.

You will support a wide range of communication initiatives with a strong focus on generating engaging content and ensuring our press and media approach is reaching its maximum potential.

Reporting to the Global Director of Communications, and based from home, you will work very closely with the global communications team and all teams across the organisation to support their activity, and make sure that we're maximising the impact of any reach we achieve through our communications.

Main Responsibilities:

Press Relations

- Draft, distribute and pitch press releases as necessary.
- Build networks with journalists, in particular with journalists specialised in the health sector.
- Monitor the press regularly to identify opportunities, and items of interest as well as Union press coverage.
- Develop and update regularly a press and media contact information database.
- Manage the editorial calendar, monitoring upcoming news agendas and content related to The Union's key messages to share with our audiences.
- Respond to enquiries from the media
- Evaluate effectiveness of campaigns and produce media reports.
- Set up and manage media interviews, press events and photocalls.

- Draft statements, talking points, Q&A, op eds, briefs, when required.

Content Production

- Write, edit and proof read communication content when required, including content for Union websites, communication campaigns and marketing materials.
- On occasions, work with designers on the production of marketing materials.
- On occasions, commission and work with photographers and film producers on Union materials.
- Draft speeches and talking points for public events when needed.

Other

- Negotiate and manage communication department relationships and partnerships when appropriate.
- Assist in the smooth running of communications at Union conferences.
- Undertake any other duties, when required.

Essential experience:

- Min. degree in communications, journalism, public relations or related field.
- Minimum 5 years' experience in communications or related field
- Strong media relations and PR skills
- Excellent communication skills
- Fluent in English, proficiency in French and Spanish an advantage
- Excellent writing, editing and copywriting skills
- Knowledge of public health desirable
- Experience in public relations desirable
- Ability to work on their own initiative as well as part of a global team
- Available to travel and work to with countries in different time zones
- Demonstrable commitment to collaborative team work
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity

How to Apply:

Please send your CV and a cover letter in English, including your salary expectations to hr@theunion.org with GPRO-TU in the object line of your email.

This position will be open until a candidate has been selected for the post. Only shortlisted candidates will be contacted. Please note that first round interviews will take place in English.