

JOB DESCRIPTION			
Job title	Media Lead	Department	Strategy and Engagement
Job holder		Reports to	Head of Communications
Job type	Full time, 18 month fixed term contract	Date created	June 2026
Job aim	To deliver proactive media coverage that presents and introduces evidence on key issues that we work on. Raise the profile of the Nuffield Foundation, its people as commentators, its research, and the research of its grant holders in national media.		
Organisational Relationships	This role will work closely with the Nuffield Foundation’s Communications team, Policy and Public Affairs team, Leadership Team, Grants teams, key grant-holders, and the Foundation’s research centres (Ada Lovelace, Nuffield Council on Bioethics and Nuffield Family Justice Observatory).		
Responsibilities, including but not limited to:			
Media			
	• Bring, develop, identify and foster strong relationships with key journalists and editors in relevant national and specialist titles, broadcast and digital media. • Generate and secure proactive media coverage that helps to influence key decision makers, engages stakeholders in our work, builds trust and profile, and shapes the public discourse across our current priority areas. These include but are not limited to, for example, economic inequalities, SEND, children and young people’s education and employment outcomes, public right to justice, racial diversity, over 50s health and work, AI and education, climate, education, demographic change. • Monitor coverage and shape media narratives by identifying opportunities for commentary and amplifying our funded research and in-house research programmes. • Research, spot and pitch proactive media opportunities that amplify our research and commentary from our internal spokespeople. • Write crisp, engaging and accurate copy for a wide range of outputs (including media pitches, press releases, comment pieces, blogs, interviews and speeches). • Advise internal spokespeople on media best practice and support them with messaging, interviews and speaking opportunities. • Produce reactive news lines and quotes for breaking stories. • Generate ideas and content for stakeholder channels that helps our work and funded research reach new audiences. • Work with colleagues across the organisation, especially policy and public affairs and grant portfolio colleagues, to ensure we have the right research, policy context and insights for use in media work.		

	• Act as a first point of contact for media queries, coordinating a response and escalating them as appropriate. • Be responsible for overseeing the media and communications email inbox, as well as other shared organisational tools. • Create and maintain a database of relevant journalists and media outlets.
Communications	
	• Edit the work of others, sharpening sentences, tightening grammar, and ensuring copy is accurate, clear and jargon-free. • Scan for areas of reputational risk and support the Head of Communications in any crisis communications handling.
Other responsibilities	
	• Be a proactive and collaborative member of the communications team, supporting events and other workstreams where required, and collaborating with communications colleagues in the Foundation's research centres. • Ensure the Foundation's communications activity is consistent with our values and organisation development priorities. • Support communications activities that enable the Nuffield Foundation's Equity, Diversity and Inclusion Action Plan. • The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.

Person Specification:	Essential (E), Highly/ Desirable (HD/D)
Experience	
Current, relevant experience of successfully generating and securing proactive media coverage including pitching op-eds.	E
Current, relevant experience of building relationships with journalists and editors across different media outlets.	E
Current experience of writing different types of articles and content types.	E
Experience of writing and implementing effective media and PR strategies.	E
Experience of working collaboratively in a fast-paced team and of prioritising and delivering against multiple competing objectives.	E
Experience, or strong interest in politics, social science, education or economics	E
Experience of crisis communications and reputation management.	D
Experience of using website CRMs (eg WordPress), Adobe Creative Suite, Final Cut Pro, Canva, Microsoft Planner and Project, and other similar tools (or a willingness to learn).	D
Experience of working in a policy- and/or research-led organisation.	D
Experience of synthesising and analysing information and data for media.	D
Knowledge and Skills	
Excellent news sense, politically aware, with experience of spotting opportunities and pitching ideas to range of outlets including social affairs, education and economic affairs editors.	E
Excellent organisational skills, in particular co-ordination and planning and project management	E
The ability to work to deadlines and manage peaks and troughs of different aspects of the role	E
Strong written and verbal communication skills.	E
The ability to work collaboratively with external partners and senior colleagues across grants, research and public affairs	E
Strong IT skills (including SharePoint, Word, Excel, PowerPoint and Outlook) as well as strong data handling skills	E
Ability to work to a high level of detail and accuracy	E
Personal Qualities	
Flexible attitude to work and willingness to help as needed	E

Proactive ability to use initiative, results driven and work independently when required	E
Commitment to, and ability to promote, the Nuffield Foundation's purpose, mission and values and understanding of the wider charitable funding, social policy and practice and research environment.	E
An enthusiasm and ability to embed EDI principles into your work	E
Committed to the Nuffield Foundation's values: Independent, Rigorous, Inclusive, Collaborative and Curious.	E