



Job title	Press Officer (Fixed term contract)
Reporting To	Principal, Head of Press and Campaigns

About UK Finance

UK Finance is the collective voice for the banking and finance industry. Representing around 300 firms across the industry, we act to enhance competitiveness, support customers and facilitate innovation.

We work for and on behalf of our members to promote a safe, transparent and innovative banking and finance industry. We offer research, policy expertise, thought leadership and advocacy in support of our work. We provide a single voice for a diverse and competitive industry. Our operational activity enhances members' own services in situations where collective industry action adds value.

About the job

You'll be a member of UK Finance's press team, part of our wider corporate affairs team.

The press office acts as the public voice for UK Finance and the UK's banking and finance sector, helping to promote the industry to media, consumers, government and external stakeholders while also providing a high-quality service for our members' press teams.

You'll enjoy significant levels of national, regional, broadcast and trade media engagement on both reactive and proactive stories. Some of the issues you will get involved with include:

- Responding to government or regulatory announcements that impact the banking and finance sector
- Arranging broadcast interviews
- Drafting opinion articles and press releases for publication
- Promoting the work of our Take Five to Stop Fraud campaign, which aims to help people stay safe from fraud

Key Responsibilities

- Support the communications team in handling reactive day to day media relations
- Respond to press calls, draft reactive lines and coordinate broadcast media bids, acting as a spokesperson for the organisation
- Prepare press releases, articles and opinion pieces for publication
- Identify creative opportunities for proactive media coverage
- Provide an out of hours media service as part of a rota system
- Proactively monitor news, breaking stories, developments online and social media

What we're ideally looking for:

While there are no specific requirements, we are looking for bright and ambitious applicants who have a genuine interest in UK Finance's area of work, as well as the wider business and political news agenda.



You'll be able to demonstrate the following core skills:

- Communicating clearly – you'll have to deal with some complex issues and be able to explain them clearly and succinctly
- Working together – the communications team works with all parts of UK Finance, as well as our members and other stakeholders, so you'll need to be able to work collaboratively with others
- Attention to detail – whatever we say or write will be scrutinised externally and so it always needs to be accurate
- Building relationships – the role involves a lot of external work and so you'll have to be comfortable making connections and building relationships with a range of different people
- Working to deadlines – in dealing with the media you'll need to ensure we respond to deadlines, which can sometimes be short notice

What we offer:

UK Finance is a world-class trade association representing the banking and finance industry operating in the UK. We currently have over 300 members and our goal is to ensure that the UK retains its role as a global leader in financial services. Whether you are representing our members or advocating on behalf of the entire sector, a career at UK Finance is one you can be proud of.

We offer a competitive remuneration package and access to a generous range of health, wellbeing, travel and lifestyle benefits. Further details are available here:

<https://www.ukfinance.org.uk/about-us/careers/what-we-offer>

You'll be based at UK Finance's offices in Angel Court, Bank, London, although we also provide colleagues with the option to work remotely on a regular basis where it is reasonable and practicable for them to do so.