



# Terms of Reference – Press & Publications Officer

## 1. About Alameda

[Alameda](#) was founded to address the biggest challenge facing human societies today: the urgent need to divert from catastrophe. It aims to contribute to strategic responses to catastrophe through research connected to contemporary social struggles and grassroots organising.

Drawing on a diverse international network – from public intellectuals, to seasoned investigative journalists, to talented, young writer-activists – Alameda’s wide-ranging and ambitious research programme provides crucial insights into critical problems facing the world today. And, through the dissemination of these insights, it aims to inform the practice of social and political organisations, influence public policy and debates, and contribute to building alliances for change.

## 2. Purpose of the Assignment

To strengthen Alameda’s media presence and visibility in the UK and internationally by managing press relations, supporting event organisation and outreach, contributing to editorial and dissemination work, and expanding Alameda’s media and intellectual networks. This role offers the unique chance to work with a politically engaged, international team at the intersection of research, culture, and media, actively participate in research, and shape Alameda’s media presence to connect critical research with wider audiences.

## 3. Scope of Work / Key Responsibilities

- Draft and distribute press releases, op-eds, and other media content.
- Build and maintain strong relationships with journalists, editors, and producers.
- Secure media coverage and appearances for Alameda staff and network.
- Track political and media agendas, identifying opportunities for timely interventions and representing Alameda at relevant events.
- Support the organisation and promotion of Alameda’s public events, ensuring media coverage and visibility.

- Provide editorial, copy-editing, and dissemination support for Alameda’s publications and campaigns.
- Align press outputs with social media and wider communication campaigns.
- Contribute to expanding Alameda’s media and intellectual networks, and strengthening its presence in the UK academic and policy landscape.
- Produce quarterly media monitoring and visibility reports.
- Contribute to the strategic evolution of Alameda’s research and communications programme

## 4. Deliverables and Timeline

Deliverable	Description	Frequency	Format/Standard
Press Releases & Media Content	Draft/distribute press releases, op-eds, and talking points for major campaigns/publications.	Ongoing	Word/PDF
Media Outreach & Coverage	Secure and document media coverage, appearances, and interviews for Alameda staff and affiliates.	Ongoing, logged monthly	Activity log
Media Database	Maintain and expand Alameda’s press contacts list.	Updated quarterly	Spreadsheet
Media Monitoring & Visibility Report	Track Alameda mentions, debates, and opportunities for engagement.	Quarterly	Report, PDF
Event Media Support	Promote and support media outreach and coverage for Alameda events/launches	Per event	Media brief + coverage report
Editorial & Dissemination Support	Provide editing/copy-editing and dissemination for publications and campaigns.	Ongoing	Edited drafts
Network & Strategic Engagement	Contribute to Alameda’s media, academic, and policy networks; provide input to comms strategy.	Ongoing	Memos and participation in strategic discussion

## 5. Reporting & Management

- Reporting to: Head of Publications
- Working with: Comms Team and wider Alameda team

## 6. Duration & Hours

- Contract period: 6 months, renewable
- Expected input: 0.6 / 3 days a week
- Location: U.K. based, with regular events in London and occasional travel.

## 7. Required Qualifications & Experience

### Essential

- Fluency in English; excellent writing and editing skills
- Demonstrated media/communications experience (non-profit, research, culture, or union setting an asset), including securing media coverage
- Knowledge of UK/Anglophone media landscape
- Existing media contacts network
- Interest in international social and political research, and familiarity with social movements, unions, and civil society organisations.

### Desirable

- Experience producing multimedia content (podcasts, video)
- Research background (academic or non-academic)
- Other languages, particularly Portuguese and/or Spanish.
- Familiarity with WordPress

## 8. Remuneration & Payment

- Fee: £42,000 pro rata
- Payment monthly on submission of work order

## 9. Other Terms & Conditions

- Adherence with the policies of Save the Children UK, Alameda's hosting partner
- Completion of vetting and due diligence checks

## 10. Application Process

- How to apply: Share your CV and a 1 page cover letter
- Deadline: 18 Oct 2025
- Contact details: Benjamin Fogel, [benjamin.fogel@alameda.institute](mailto:benjamin.fogel@alameda.institute)