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| **TITLE:**  Global Multimedia and Digital Content Manager | | |
| **TEAM/PROGRAMME:** GMU | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide | |
| **GRADE**: C, Mid-Senior Level | **CONTRACT LENGTH:**  1 Year | |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The role of the Global Digital and Multimedia Content Manager is to obtain digital and broadcast media coverage for Save the Children across the world to ensure visibility of issues affecting children as well as Save the Children's work. The role will act as producer for content (film and photography), develop and lead across digital production for the Global Media Unit, working in a high-paced news environment to produce world-class content for international media, members, and social media channels across the organisation. You will also find new ways to improve media engagement with Save the Children’s digital platforms.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to: Senior Global Multimedia and Digital Content Manager**  **Staff reporting to this post: None.** | | |
| **KEY AREAS OF ACCOUNTABILITY :**   * Commission and manage production of multimedia products, supporting other team members with collecting multimedia content, and work closely with other teams to coordinate multimedia shoots and production timelines globally * Develop and produce world-class digital content – including film, photo, data visualisation, live social media & innovative formats such as VR—for international media and member offices. * Produce materials for emergencies and planned global moments in timely manner * Develop partnerships with trusted freelancers and commission freelancers when appropriate, knowing what works or doesn’t in different markets * Lead on post-production of visual content using the Adobe Creative Cloud editing suite (Premiere, Photoshop, After Effects). * Project-manage on production of digital products to support planned campaign moments, including data visualisation and interactive tools * Supply finished materials/ upload them to film and photo content platform; disseminate materials to media colleagues across the organisation and international media outlets * Be available for 'out of hours' on-call media work ,with the ability to be on call over weekends several times a year, and to be further available 'out of hours' to manage emergency and urgent situations, as and when necessary. * Pitch content to international online and digital media outlets * Lead multimedia training where necessary—at the global, regional and country office level s—and establish best practice protocols. * Log, maintain and update team equipment, including cameras, tripods, microphones, cables etc. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**   * Significant experience working in the multimedia/digital team of a large organisation * Knowledge of Adobe Creative Cloud editing suite (Premiere, Photoshop, After Effects) * Knowledge of compressions and working across various digital formats, including optimizing content for social media and online use * Ability to shoot high quality images and video on DSLR (such as 5D, C300) * University degree in a relevant subject or equivalent field experience | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Excellent and proven multimedia skills, including photography, filming, editing, audio production * Excellent relationship building skills in order to build and maintain a strong network of contacts with international journalists as well as identify and build key international partnerships * Strong knowledge and strategic use of social media * An initiative-taking, proactive, inspiring attitude with the ability to prioritise an unpredictable workload, spot good news angles, and solve problems quickly with limited support * Ability to manage several products at once, manage consultants and working across divisions working under tight deadlines and under pressure * Politically and culturally sensitive with qualities of patience, tact and diplomacy * A commitment to Save the Children's vision, mission, values and approach and commitment to safeguarding children in accordance with our Child Safeguarding Policy   **Desirable**   * Languages an advantage | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Belinda Goldsmith** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |