

Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Employees are expected to be flexible in their work in order to deliver the objectives of the organisation.

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| Job title | Multimedia Production Coordinator, Communications Dept – Multimedia Productions team |
| Contract type | Permanent part time (3 days/21 hours per week) |
| Grade/starting salary | 3/£25,373 – £27,164 p/a pro rata |
| Reporting to | Deputy Head of Multimedia Production |
| Direct reports | none |

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Purpose of the Role

Deliver comprehensive coordination, administration, purchasing, design and support service to the Multimedia Production Team

Key tasks and responsibilities

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| Administrative support to team | <ul style="list-style-type: none"> • Liaise with IT, Human Resources and Facilities Management to gather documentation and information needed for new joiners; arrange inductions • Manage subscriptions for the following: magazines, web software, BAPLA and eConsultancy membership • Manage orders (stock, stationary, video/photographic equipment, publications, etc) through Amazon, Stanley's, etc. • Manage account relationships with suppliers • Maintain a log of all team equipment and signing in/out • Ensure equipment is regularly tested and serviced as needed • Book training courses for team members • Support Head of Multimedia Team with 'awayday' planning/logistics • Team meeting records; update team scrapbook with examples of jobs in production • Keep records and manage requests of our offsite Picture Library |
| Financial | <ul style="list-style-type: none"> • Code and keep records of all invoices paid for production |

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| administration | <p>work/creative services and supplies</p> <ul style="list-style-type: none"> • Support Head of Multimedia Team with budget accounts information (for forecasting, accruals, carryovers, etc.) • Maintain records of all expenses on team credit cards, to include coding and completing of credit card statements • Generate monthly summary data on broadcast emails (from supplier's spreadsheets), converting this to amounts payable by the various email commissioning teams |
| Design | <ul style="list-style-type: none"> • Design presentations for external use, in accordance with the ActionAid brand (includes the slide template design for our annual prestige event 'Call My Wine Bluff') • Match offline and online colour codes (CMYK/RGB/hexadecimal web palette), photo retouching and resizing, layout, dissolves, etc. • Photoshop/Illustrator/Freehand/InDesign: Small in-house graphic design jobs (eg. posters for events, badges, screensavers, forms etc.) • Publisher: Newsletter templates • Support Head of Multimedia Team to update the BrandHub website • Provide feedback on design issues to other teams |
| Research | <ul style="list-style-type: none"> • Research production music for ActionAid videos • Research new projects and events relating to the NGO sector, arts sector and any discipline in the creative sector and updating the <i>historio.us</i> account with relevant links • Research equipment/stock/software/suppliers/services/ products |
| Technology | <ul style="list-style-type: none"> • Manage the intranet pages for Multimedia Productions and the Production Process (upload documents, create pages and 'web parts', provide permissions, etc.) • Provide support to team and volunteers with minor IT issues (phones/printers/team laptops) and liaise with IT for major issues • Keep track of Multimedia Productions equipment (laptops, team mobile, Sony recorder, chargers, stills and video cameras, tripods, lights, etc.) and order new or replacement equipment, accessories, or parts as necessary. |
| Agencies and freelance or consultant staff | <ul style="list-style-type: none"> • Stay up-to-date with the organisational procurement processes and support/give guidance to team on procurement matters eg. agency pitches, contracting, etc. • Update the Procurement Register with contract details, ESI numbers (via application on the HMRC site). • Contracts management: complete contracts and Terms of References • Maintain records of all documentation and provide copies to the Finance department |
| Volunteers and interns | <ul style="list-style-type: none"> • Liaise with IT and Facilities Management to ensure all requirements are in place • First point of contact for volunteers, interns and work-experience students • Process petty cash claims for expenses |

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| Travel | <ul style="list-style-type: none"> • Book flight, accommodation, train, and other transport • Provide guidance and support to team members travelling overseas including information on vaccinations and medical checks • Complete visa applications, invitation and introduction letters • Manage float requests for overseas expenses and assist staff in completing expense claims upon return |
| Wider administrative work | <ul style="list-style-type: none"> • Ensure the current printed materials are available in the London office reception area • Liaise and work with other team admin staff across the organisation, eg. for staff events |

Person Specification

| Knowledge and Experience | |
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| <i>Essential</i> | <i>Desirable</i> |
| Strong and demonstrable administrative/office skills experience (in a fast-paced environment) acquired in the communications, arts or creative sectors | Some practical experience of handling digital cameras (still and video, or hybrids), tripods, lights |
| Experience of managing budgets, contracts and other administrative processes related to a creative production environment or similar | Experience of using a website content management system |
| Practical computer based design experience | |
| An understanding, or experience of, the stages of production of at least one type of communication medium (eg. the stages involved in a video production or website production) | |
| Skills and Abilities | |
| <i>Essential</i> | <i>Desirable</i> |
| Excellent communication skills (both oral and written) and strong numeracy skills | Skills in Creative Suite, video editing, and/or other design and creative production software |
| Excellent computer skills – must be experienced in both Macintosh <i>and</i> Microsoft platforms, including the use of Parallels | |
| Excellent software skills – strong working knowledge of Word, PowerPoint, Excel, Photoshop and Publisher | |
| Ability to quickly learn new software skills – including researching and teaching oneself to resolve software user issues/questions and to share skills/tips with other staff | |
| A good eye for design and ability to advise on design issues | |
| Ability to work well as part of a team and alone | |
| Commitment to ActionAid’s mission, vision and values, with a focus on Women’s Rights | |

MULTIMEDIA PRODUCTION TEAM

