

JOB DESCRIPTION

Job title: Multimedia Officer

Reports to: Multimedia Lead

Department: Communications

Location: London (we operate a hybrid working system, with 2 days based in the London office)

Salary: £47,671 KFH14

Role Purpose

The Multimedia Officer plays a central role in managing Global Witness' day-to-day content and multimedia projects. You will manage the delivery of high-quality video, photography, and audio content, from development through to post-production and distribution, ensuring that all outputs meet our ethical and security standards. Working closely with the Multimedia Lead, colleagues in the Communications team and across the organisation, you will help bring our work to life for a wide range of audiences through powerful storytelling. You will also be responsible for administration related to our multimedia outputs and equipment, and will support on administration related to our digital fundraising activities.

Key Responsibilities

Multimedia project management and production

- Manage day-to-day multimedia projects, ensuring timely delivery of video, photography and audio outputs.
- Where appropriate, undertake production and editing of audio and video content including basic filming and photography.
- Support the Multimedia Lead on larger, high-profile productions, including documentaries, podcasts, and flagship campaigns.
- Liaise with freelancers, agencies, production partners and suppliers to deliver high-quality content.
- Manage project timelines, budgets, and approvals to ensure efficient delivery.
- Manage the organisation's multimedia equipment and devices, ensuring they are stored securely and maintained.

Ethical practice and governance

- Ensure all multimedia outputs comply with Global Witness' ethical storytelling, safeguarding, and security protocols.
- Lead on management of our multimedia archives and asset systems, ensuring content is securely stored, correctly tagged, and legally compliant.

- Contribute to the development of best practice in accessibility, diversity, and inclusion in multimedia content.

Collaboration and support

- Conduct image research and manage our external image library accounts.
- Work closely with colleagues across the organisation to support their multimedia needs.
- Support the Fundraising team with aspects of administration related to our digital fundraising activity.
- Provide practical guidance and training to staff on content gathering, picture research, and use of multimedia systems.
- Help maintain brand consistency across all multimedia outputs.
- Contribute ideas for new formats and approaches to strengthen Global Witness' storytelling.

Ways of working

- Contribute to cross-organisational projects, key events, and initiatives.
- Take initiative, respond to challenges creatively, and embrace new ideas.
- Demonstrate flexibility, including occasional international travel and out-of-hours work when required.
- Uphold Global Witness policies on safeguarding, security, confidentiality, and compliance at all times.

Person Specification

Essential

- Experience managing multimedia projects from commissioning through to delivery.
- Ability to coordinate multiple stakeholders and manage competing deadlines.
- Understanding of ethical and security considerations in multimedia production.
- Strong organisational and communication skills, with attention to detail.
- Experience working with external suppliers, agencies, or freelancers.
- Commitment to equity, inclusion, and ethical storytelling.

Desirable

- Basic audio and video production and editing skills (e.g. Adobe Premiere).
- Familiarity with photo editing and content management systems.
- Understanding of brand and visual identity principles.
- Experience working in campaigning, advocacy, or media contexts.
- Fluency in Portuguese, French, or Spanish.