

Production Specialist

Role Title (Internal HR use only): Production Specialist		Operational / External Title: Production Specialist		Date: July 2024	
Department and Team: Advocacy and Influencing		Band: C		Reports to: Head of Brand and Creative	
Direct Reports: 0		Indirect Reports: 0		Dotted line reports: 0	
Budget Holder (yes /no): No					
Safeguarding Check required	No	If Y, what type:	Role requires travel to country programmes	No	

Purpose of the Role:

To plan, prioritise and schedule all ActionAid UK's (AAUK) creative services, supporting the Head of Team to ensure all communications reflect ActionAid's brand, ensuring they represent AAUK's feminist, anti-racist and decolonial aims, and represent partnership work with movements that ActionAid works with. To be responsible for ensuring AAUK's creative jobs are delivered to the highest quality.

Areas of Activity	Key Accountabilities and Deliverables
Planning, delivery and impact	<ul style="list-style-type: none"> • Work collaboratively with teams across the organisation to understand their work priorities and the added value that the Brand and Creative team could bring to their work. • Coordinate the planning, scheduling, prioritisation and production of creative services across AAUK, ensuring continual improvement of a realistic, cost-effective, streamlined, resource-efficient service. • Meet regularly with the Stories Team and Digital Team to share updates on work that has been planned in, identifying any overlaps and ways in which the teams could support one another. • Establish, develop and maintain workable and effective systems to enable efficient tracking and oversight of creative jobs, ensuring people work within the resource they have been allocated and escalating to the appropriate level if they do not. • Work with the Procurement and Contracts Manager to establish AAUK's Creative Consultancy Pool of freelancers. • Track the number and type of jobs that have come through to the team, the time and resources involved; internal feedback and external impact (where possible).
Collaboration	<ul style="list-style-type: none"> • Ensure that all creative services are prioritised in line with strategic objectives and organizational priorities, pushing back to internal teams where necessary and escalating any resource pinch points and clashes to the appropriate level for resolution. • Manage the operational relationship with ActionAid's print management company and other print suppliers.

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	<ul style="list-style-type: none">• Maintain the Creative Consultancy Pool managing the relationship with the freelancers and the ways of working with AAUK teams.• Collaborate with colleagues to ensure continuous improvement in planning processes.
Identity	<ul style="list-style-type: none">• Support the Senior Visual Content Specialist, to ensure that ActionAid UK's visual identity and anti-racist storytelling approach is correctly applied to all communications created by other AAUK teams and external suppliers.• Support the Head of Brand and Creative in feeding back to other teams on alignment to ActionAid's brand and anti-racist storytelling guidance.
Team Working	<ul style="list-style-type: none">• Build strong working relationship with AAUK diverse brand team of designers, video editor, copy writer, event manager to ensure clear communication and efficient workstreams.• Meet regularly with the Head of Team to review plans, report on progress and escalate concerns that cannot be resolved day-to-day.• Effectively represent the team and actively contribute at internal meetings, away days, staff briefings and external events.• Engage with and demonstrate commitment to AAUK's mission, decolonial vision and feminist leadership principles (including adherence to our Code of Conduct).• Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.

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Key Relationships (external to the team):

Collaboration with the following will be critical to the success of this role:

- All members of the Brand and Creative Content team: Head of Brand and Creative Content, Senior Visual Creative Specialist, Creative Specialist, Video Producer and Copywriter/Editor, Events Specialist, Events Assistant.
- Designated colleagues from Fundraising, Advocacy and Influencing, Stories and Content Gathering, Impact and Innovation, People, Culture and Transformation.
- Network of external contacts within the creative services industry and print suppliers.

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential:

- Commitment to ActionAid's vision, mission and values, including a commitment to feminist principles, safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to ActionAid's values of feminism and upholding the values of becoming an anti-racist decolonised INGO.
- Commitment to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Demonstrable production experience across print and digital creative projects.
- A proactive and collaborative approach.
- A commitment to ensuring high standards, and excellent attention to detail.
- Experience working within a busy cross-disciplinary creative team.
- Excellent interpersonal skills, including the ability to build strong relationships with internal and external stakeholders at all levels.
- Demonstrable ability to think analytically and develop solutions to solve

Desirable:

- Experience of managing projects which build brand awareness, identity, and co-branding with partner organization.
- Experience working in a creative agency environment.
- Print management experience.
- Experience of working within a women's rights, development or humanitarian organization.
- Experience of living and working in the "Global South"
- Experience of working for an INGO

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complex problems.

- Demonstrable ability to deliver focus and alignment to organisational objectives.

Any Other Relevant Information – please add in any information regarding the complexity of work undertaken / complexity of relationships; level to which they drive change in their role / team / department, whether within their core duties they undertake activities that potentially could be ‘risky’:

- Being accountable and responsible – your individual way of working
- Being innovative and collaborative – how you get things done
- Being empowering and trusting – how you build and sustain relationships

[Click here for ‘My Feminist Behaviours’](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational needs.