

Job description: Production editor, Individual Giving and Marketing (12-month maternity cover contract)

Job title:	Production editor
Job location:	UK (Haywards Heath)
Reports to:	Global head of online and design
Department:	Individual Giving and Marketing

Job purpose

To provide editorial guidance and support for Sightsavers projects across the organisation. The production editor will copy-edit, commission and write for sightsavers.org, related sites and marketing communications materials.

Key accountabilities

1. Review copy for projects carried out by the online and design team, which acts as an internal design agency for the global organisation
2. Work with internal teams and third parties to ensure all copy for projects is delivered accurately and to deadlines
3. Lead editorial production for the main pages of sightsavers.org
4. Commission, manage and expertly brief a roster of copywriters and other content providers, such as video editors and film-makers, to deliver best value for the organisation
5. Work with colleagues in communications, media and fundraising to ensure a high standard of content across the organisation, and act as an ambassador internally for the importance of good written communication
6. Coach team-mates in good editorial practice
7. Support digital and communications-based innovation within Sightsavers
8. Work alongside design and technical colleagues to produce effective creative output and use measurement tools to track and report on these

The principle accountabilities are not meant to be an exhaustive list of tasks. Flexibility is essential and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder entry requirements

Knowledge, skills and experience

- Excellent writing and sub-editing skills honed in a significant online or journalistic environment
- Sound experience of using content management systems and a good knowledge of content optimisation and SEO
- Evidence of working on a large volume of high-quality output
- Ability to work confidently with internal staff and external clients, and eagerness to work as part of a close-knit team
- Ability to take responsibility for quality control of content

- A familiarity with good design practice and an understanding of the relationship between written and visual communications
- Good working knowledge of Adobe Photoshop and InDesign
- Experience working for a not-for-profit, media or agency employer would be an advantage, as would experience working in both digital and print production
- An understanding of and commitment to equal opportunities for people with disabilities
- A demonstrable interest in user experience and accessibility would be welcome, as would experience of video or audio editing for the web
- French, Italian, Norwegian or Swedish language skills are not essential, but would be a bonus

Core behaviours

- Planning and organising
- Delivery and implementation
- Change and improvement
- Communicating and influencing
- Flexibility and self-motivation

Key relationships

Internal

- Colleagues in the online and design team
- Communications, media and fundraising teams
- Content stakeholders

External

- Agencies and freelancers as required

Date as of: September 2019