

# Job description: Producer, online and design

---

## Job title: Producer

**Job location:** UK (Haywards Heath)  
**Reports to:** Design and production manager  
**Responsible for:** N/A  
**Department:** Individual Giving and Marketing

## Job purpose

The producer will be a key point of contact for projects briefed into the Online and Design team by the wider organisation, working with the design and production manager. They will work directly with internal staff and external clients, providing authoritative project coordination as well as commissioning services and materials from suppliers, managing content and delivering digital projects.

## Key accountabilities

1. Check and critique assigned design briefs to adjust and improve them where necessary (such as to ensure they have clear objectives that support existing strategy or complement those of the wider organisation).
2. Work in close partnership with the design and production manager to ensure jobs are briefed fully for design, content and translation.
3. Manage relationships with internal clients both in the UK and overseas, ensure they deliver their input on schedule, and update them on project progress.
4. Where appropriate, communicate any amendments to colleagues in the Online and Design team, following these through to final sign-off.
5. Project-manage jobs and tasks on behalf of the team.
6. Work with the team to ensure clients' requirements are met and all projects are delivered on time and (when applicable) within budget.
7. Ensure all projects adhere to brand and accessibility guidelines.
8. Work with the global head of online and design to help deliver Sightsavers' digital strategy by overseeing the design, creation and delivery of Sightsavers' digital content
9. Content-manage agreed areas of Sightsavers' global websites.

These key 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

- Experience working across busy, multi-disciplined teams
- Understanding of the role digital and creative communications plays for an international organisation
- Experience working directly with designers and content creators
- Good software skills (including Microsoft Office and content management systems. Adobe Creative Cloud experience very welcome.)
- Strong stakeholder management and decision-making skills
- Problem-solving skills and a flexible, innovative approach to project management
- Able to communicate clearly and take instruction
- Evidence of project management experience or equivalent qualifications (eg Prince 2)
- Administrative experience and attention to detail
- An understanding of and commitment to equal opportunities for people with disabilities
- Experience working in digital media or marketing communications, or in the not-for-profit, design or publishing sectors, is preferred

## Core behaviours

- Planning and organising
- Team working
- Flexibility and self-motivation
- Delivery and implementation

## Key relationships

- Online and design colleagues
- Media, fundraising and communications colleagues
- Content stakeholders across the organisation, both in the UK and overseas