

AT OXFAM, WE **WON'T** LIVE WITH POVERTY.

Together we can end extreme poverty for good. Will you join us?

**CONTENT MANAGER**  
CREATIVE & CONTENT TEAM  
(FILM AND PHOTOGRAPHY)

Closing date: - 19<sup>th</sup> October 2018  
Interview date: - 31 October & 1 November  
Vacancy reference: - COM0189



## ABOUT OXFAM

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save and rebuild lives in disasters. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality, discrimination against women and climate change. And we won't stop until every person on the planet can live without poverty.

## OUR VALUES

All our work is led by three core values:

**Empowerment:** Everyone, from our staff and supporters to people living in poverty, should feel they can make change happen.

**Accountability:** We take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.

**Inclusiveness:** We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

## OUR TEAM

Creative & Content is Oxfam's in-house team of copywriters, designers, filmmakers, photographers, production experts, story-tellers and creative thinkers. We lead, conceive, commission and produce work across all channels, all in support of Oxfam's cause of beating poverty for good. We tell the stories that matter most, in the way that will most move people to act, give and shop.

## WHAT WE ARE LOOKING FOR

We are looking for an outstanding Content Manager to join our Creative and Content team.

In this role, you'll manage content gathered by award-winning photographers and filmmakers as well as humanitarian staff working in our programmes around the world. You will act as the primary editorial gatekeeper to stories, film and photography uploaded to our asset management systems. You'll ensure Oxfam's consent, child protection, and ethical standards have been met and your attention to detail and knowledge of data management will ensure people can easily find and access the content they need.

You'll have photography or picture desk experience and can demonstrate an excellent understanding of what makes a good image for our audiences in news and PR campaigns, across traditional, digital and new media. You'll be amazing at building relationships with internal and external stakeholders and when a humanitarian emergency hits, you'll be able to find and negotiate rights to powerful images and footage in record time.

## CORE DETAILS

Location: The job is located in Oxford.  
Our package: £29,985 - £38,113 depending on experience.

Grade: C  
Contract type: Full Time

Hours of work:  36 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage

This role reports to: To the Creative Producer  
Staff reporting to this post: N/A  
Annual budget for the post: N/A

## KEY RESPONSIBILITIES

- Manages Oxfam's stories, photography and films so they are easy to find, using tools like Words and Pictures, CatDv and Box.
- Finding great photography and archive footage to meet deadlines.
- Promoting the Film & Photography team's stories online and offline.
- Up to date with image and video licencing terms, Oxfam's Global Ethical Content Standards, and GDPR requirements.
- Find and negotiate rights to powerful images and footage for creative projects and during an emergency response.

- Recruit, train and manage volunteers and freelancers to support content management.
- Train others on how to use systems and how to upload, tag, log and caption content.

## SKILLS, EXPERIENCE AND KNOWLEDGE

### Essential

- Great knowledge of what makes a powerful photo, photo story, or video clip.
- Exceptional attention to detail and proven experience maintaining asset management systems and working with external providers.
- Understanding and proven experience of image and video licensing terms.
- Outstanding organisational skills and an excellent communicator.
- Ability to apply, understand, and stay up-to-date with legal frameworks for film and photography.
- Passion for and active interest in film and photography.
- Strong writing and editing skills.

### Desirable

- Line management experience of interns, freelancers and/or volunteers.
- Ability to make a simple film edit.
- Enjoy presenting Oxfam's work to a wide range of audiences.
- Like spending time on at least one of the big social media channels.

### FOR INTERNAL USE ONLY:

**GRADE:** C

**JOB FAMILY:** Communication

**DIMENSIONS:**

*At Oxfam, our job descriptions provide a guide to what might be expected in the role. Along with our strategy the job description is used to help to shape specific objectives for employees. Employees are supported to deliver these objectives and they are annually assessed against them as part of the Oxfam performance review process. This job description is not incorporated into the employment contract.*

## HOW TO APPLY

### Apply online

- Go to: for external applicants: <https://jobs.oxfam.org.uk>
- For internal applicants: <https://jobs.oxfam.org.uk/internal>
- Search for the vacancy using the reference number
- Complete the online application process
- Ensure you submit your application before midnight (GMT) on the closing date. Unless a different time is specified in the advert.

### What will I need

- Each recruitment is unique and you will need to follow the instructions part of the online application process. You will usually be asked to provide:
  - Your personal contact details
  - The details of your referee(s)
  - Details on how you meet the skills, experience and knowledge that are required for this role

### Support and help

- Look at our how to apply section for helpful tips <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/how-to-apply-for-a-job>
- Technical glitch? If you have any issues when submitting your application please contact [recruitmentteam@oxfam.org.uk](mailto:recruitmentteam@oxfam.org.uk)
- We are unable to accept prospective application but you can sign up for our job alerts here <https://jobs.oxfam.org.uk/alertregister/>



Oxfam is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.

## HOW TO FIND OUT MORE ABOUT US

Find out about everything we do - <http://www.oxfam.org.uk/what-we-do>

Get a feel of what it is like to work at Oxfam - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/life-at-oxfam>

Find out more about our pay & benefits - <http://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam/what-oxfam-offers>

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## OXFAM LEADERSHIP COMPETENCY FRAMEWORK - For your information only.

Please use criteria in the 'skills, experience and knowledge' section to demonstrate your suitability for the role.

Competencies	Description
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
<b>Humility</b>	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
<b>Relationship Building</b>	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
<b>Listening</b>	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
<b>Mutual Accountability</b>	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.



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<b>Agility, Complexity, and Ambiguity</b>	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
<b>Systems Thinking</b>	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organisational decisions and actions.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
<b>Self-Awareness</b>	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviours to control and channel our impulses for good purposes.
<b>Enabling</b>	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.