

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

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

RETAIL FILM AND PHOTOGRAPHY PRODUCER

CREATIVE AND CONTENT TEAM
[FILM AND PHOTOGRAPHY]

Closing date: Monday 29th July

Interview date: Week beginning 12th August.

Vacancy reference: - 0107

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.



Shaping a stronger Oxfam for people living in poverty.

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.

Oxfam GB is a member of the international confederation [Oxfam](#).

OUR TEAM

Creative & Content is Oxfam's in-house team of designers, copywriters, filmmakers, photographers, production experts, story-tellers and creative thinkers. We lead, conceive, commission and produce work across all channels, all to support the engagement activity required to deliver Oxfam's organisational and public engagement objectives. We find and tell the stories that matter most, in the way that will most move people to act, give and shop with Oxfam.

JOB PURPOSE

To tell Oxfam's retail stories and own the look and feel of photography and film for Oxfam's high street and online shops, inspiring customers to shop and engage with Oxfam. You will work with internal stakeholders to understand the needs of trading and brand and own the annual retail production calendar to meet core Public Engagement objectives. You will plan, produce, commission and sometimes create and edit your own photography or footage, working in collaboration with other producers to support larger organisational moments. You will have budget responsibility and should be able to write concise and clear briefs for external partners and agencies whilst fully understanding shoot logistics and plans.

CORE DETAILS

Location:	Based in Oxford with national and potentially international travel.
Our package:	£30,375 to 39,380 gross p.a. - depending on experience
Internal Grade:	C
Contract type:	Permanent



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 Head of Film and Photography

Staff reporting to this post:

N/A

Annual budget for the post:

TBC

Key relationships/interactions:

Retail Engagement Manager, Online

DBS checks (for roles based in the UK):

Basic

It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law).

Screening checks:

All successful candidates will be screened through [Refinitiv World-Check One](#) to comply with counter terrorism and financial sanctions regulations.

KEY RESPONSIBILITIES

- Plan, organise and run retail photography and film shoots, including logistics, interviews and steer through sign off in line with creative steer.
- Own and manage the retail photography and film brand identity and style, ensuring consistency of look & feel across online and high street.
- Brief external photographers and film makers, holding budget and relationship responsibility.
- Deliver a content plan for creative assets to support the retail calendar, with particular focus on digital marketing channels and website creative production
- Work with internal stakeholders across trading, brand, E-commerce, and digital channel teams to understand needs whilst working on innovation projects for testing and improving supporter experience.
- Take responsibility for the frame work within their productions including all aspects of Safeguarding, consent, GDPR, welfare, security conscious and cautious of the way data is handled.
- Proactive in pitching photography and film formats for Oxfam channels online and offline.
- As part of the creative team, playing a key role in large organisational moments, seeking opportunities for retail.

Other

- Required to adhere to Oxfam's principles and [values](#) as well as the promotion of [gender justice and women's rights](#)
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

SKILLS, EXPERIENCE AND KNOWLEDGE

We're looking for a talented producer with the ability to tell compelling stories about Oxfam's high street and online shops using film and photography. You will be passionate about representing the extensive network of volunteers, supporters and staff who underpin our retail network in our communications, whilst owning Oxfam's distinct retail brand across offline and online channels. You will have experience of producing film and photography content of outstanding quality and will have plenty of ideas for communicating Oxfam's unique retail offering across digital and print, encouraging customers to shop with us.

You will be fully up to speed with current industry trends for use of photography and film in retail marketing (both for high street and online). You will have excellent relationship management skills and should be adept at working with various stakeholders across different teams and departments, able to produce engaging content across multiple marketing channels to meet business needs.

Essential

- Experience of working across photography and film production and commissioning.
- A clear communicator, able to take complex business needs and translate these into briefs which can deliver.
- A good understanding of the retail landscape, high-street and online, with a keen eye for innovative and disruptive content.
- Strong project management skills
- Experience of working with multiple stakeholders, internal and external partners.
- Exceptional patience and positive attitude with colleagues and contributors in the UK.
- An ongoing sense of curiosity to keep refreshing Oxfam's story telling formats.
- Ability to work under pressure and against sometimes tight timelines.

Desirable

- Experience of working specifically across retail film and photography productions.
- Experience of managing an annual production plan.
- Experience of translating brand objectives through film and photography.

Key Attributes

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work
- Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible

Organisational Values

- **Accountability** – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions
- **Empowerment** – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen

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



Note to candidates: Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct [here](#).

FOR INTERNAL USE ONLY:

JOB FAMILY: Communications

At Oxfam, our job descriptions provide a guide to what might be expected in the role. Along with our strategy the job profile 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 profile 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
- 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
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization 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.
Humility	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.
Relationship Building	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 organization.
Listening	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.
Mutual Accountability	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.
Agility, Complexity, and Ambiguity	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.
Systems Thinking	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 organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	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.
Self-Awareness	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 behaviors to control and channel our impulses for good purposes.
Enabling	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.