



Multimedia Content Producer

Location: preference for London, possibility for elsewhere in UK with 2 days per week in our London office

Role: Permanent

Salary: £40,000 plus 10% employer-contributed pension

Opportunity Green has fixed salary scales, with the possibility of step increases with strong performance. When hiring we always hire at the bottom of a band and do not enter negotiations with new employees as negotiations have been historically shown to disadvantage women and minorities.

About us:

Established in 2021, Opportunity Green is a fast-growing not-for-profit organisation that helps to identify and unlock opportunities to tackle climate change. We build ambitious coalitions, support climate vulnerable countries in international negotiations and find innovative legal pathways to fight climate change. We are now looking for a highly visual creative to join our Communications Team to help us grow our brand and elevate our message.

What's the role?

We're looking for someone who has a range of professional experience in developing video, audio and graphic content to tell a brand/organisational story. A proven visual storyteller, you will bring a creative vision and strong ability to generate new ideas to help bring technical ideas to life.

You'll be a team player who can get the best out of our brilliant experts and help them break down complex subjects in a way that works in multimedia formats. You will also be confident preparing for, and attending, events and working independently on location.

This is an exciting and wide-ranging role for someone who wants to work in climate and is happy to turn their hand to many different tasks. Our communications team supports all the workstreams and projects at Opportunity Green, spanning aviation, shipping, the buildings sector, strategic litigation, individual country focus, company coalitions, external partnerships and more! You will therefore need to be a great collaborator who is used to multitasking, a quick thinker and able to respond to situations as they arise.

About the candidate:

We are looking for a candidate who can:

- Produce engaging digital content and resources for use across Opportunity Green's channels (including website and social channels). These will include video, photography, graphics, audio and other multimedia to support our organisational activity and campaigns.
- Use our brand guidelines to develop eye-catching and engaging visuals to help bring our work to life and increase engagement on our social channels.
- Develop scripts, storyboards, self-shoot and edit video and audio content to align with our brand guidelines and goals.
- Work closely with OG staff and stakeholders, confidently directing them to take part in video content and clearly communicate their creative vision.
- Take briefs, present roughs, research and manage production.
- Respond to feedback, brainstorm solutions and deliver final content to teams on time and to budget.
- Attend events with OG staff, maximise the content potential at events and identify and address any issues with filming restrictions.
- Stay up to date with industry trends and generate new ideas as appropriate.
- Ensure all visuals and videos meet accessibility and legal requirements.
- Understand what equipment is required to improve OG's audio and video set-up.
- Bring a passion for stopping climate change and advancing climate justice and commitment to our Equity, Diversity and Inclusion values.

Essential skills and experience:

We do not expect any candidate to have all skills listed below but rather we look for transferable skills and potential as well as past experience.

- Extensive working knowledge of video, audio and visual editing tools (such as the Adobe Suite and Final Cut Pro) and the ability to upskill the rest of the Communications Team in these programmes.
- Experience in scheduling, scripting, storyboarding, recording/shooting, editing and producing audio and video content in a professional capacity.
- Ability to generate creative multimedia ideas to raise awareness of our brand and our work, and an understanding of which current trends and developments are best suited to our organisation and its goals.

- Experience in the conception, design and creation of graphics-based content, such as interactive graphs, infographics, ads and GIFs.
- A proven track record of working on projects with complex narratives and multiple stakeholders, and creating content that communicates these in an accessible and engaging way.
- Great interpersonal skills; experience in interviewing and filming a range of subjects and ability to get the best out of them.
- Good working knowledge of social channels, including YouTube, LinkedIn and X, and experience in monitoring and growing them.

Desirable skills and experience:

- Some experience in web design.
- Basic knowledge of HTML code and website content management systems to publish content and introduce new functions and features to the website.
- Knowledge of accessibility standards, UX, usability and SEO.
- Understanding of Google Analytics and social media reporting tools.

Basic experience in data visualisation and understanding of tools and methods to use data in visual storytelling.

Diversity and inclusion:

Diversity and inclusion are important principles at OG. We believe that diversity and inclusion make teams stronger and more effective. We are committed to fair and equitable employment practices, and we are striving to ensure that a variety of voices and experiences are included in our organisation. Our commitment to diversity and our parental leave policy are available to view on our website, [here](#).

We will consider all applicants who meet most or all of the essential competencies regardless of their identity or background. That said, we know that diverse candidates may be reluctant to apply for jobs where they don't meet 100% of the criteria outlined in the job description. We encourage anyone to apply who can demonstrate the variety of skills and experiences relevant to meeting the requirements of this role.

We recognise that many diverse experiences and perspectives are not represented in our current workforce, and are seriously underrepresented across the non-profit sector in general, and as such, we particularly welcome applications from people with disabilities, people of colour, people from marginalised backgrounds, and members of the LGBTQIA+ communities. We will use positive action under the Equality Act 2010 to appoint from these groups if two candidates are equally qualified. We also value flexible working and are open to those who would want to work part-time in this role.

To learn more about our application process and receive advice on how to prepare in such a way as to showcase your full potential, please find our Application Guide [here](#).

What we offer

The successful candidate will be offered an annual salary of £40,000 plus 10% employer-contributed pension. Please note that OG has fixed salary scales, with the possibility of step increases with strong performance. When hiring we always hire at the bottom of a band and do not enter negotiations with new employees as negotiations have been historically shown to disadvantage women and minorities.

We take our team's wellbeing and professional development seriously. In addition to a competitive salary, we offer:

- A commitment to work/life balance, with a 4-day work week at 28 hours
- A generous holiday entitlement of 20 days holidays per year, plus bank holidays and office closure between Christmas and New Year's that does not count towards your holiday entitlement (and expectation that you fully disconnect when taking time off)
- A market-leading pension of 10%
- A progressive parental leave policy, including 26 weeks paid leave for both parents
- Flexible working with plenty of opportunities to come together as a team.
- Support for your professional development as part of Opportunity Green, with a budget to support your learning & development plus opportunities to lead projects, publish content, learn from experts, work directly with policymakers and stakeholders, and take part in conferences and events.

However, it is important to note that while this role is permanent, employment is always reliant on Opportunity Green continuing to receive philanthropic support from our funders, which we expect every member of the team to play their part in working towards.

How to apply:

[Please click here to apply](#)

To minimise the risk of unconscious bias, we ask that applicants remove certain identifying elements from their CVs. If you do not remove these details, we reserve the right to withdraw your application from review.

- Photos
- Name – if needed, please use 'Applicant'
- Age
- Email and/or phone number

Unfortunately, if you do not already hold the right to work in the UK and/or require sponsorship to continue working in the UK, OG will not be able to consider your application at this time.

The closing date for applications is **Monday 15 April, 2024 at 9:00am UK time.**

What happens next?

Shortlisted candidates will be invited for an online peer interview to discuss their experience and suitability for the role. After this, candidates that are most suitable for the vacancy will be invited for an in-person interview in our London office, for which there may also be a short task. Travel will be reimbursed for non-London-based applicants.

Online interviews are likely to take place w/c 29 April. In person interviews will likely be shortly after this (w/c 13 May).

We reserve the right to ask for references during the recruitment process.

We actively encourage applicants to reach out if there are any reasonable adjustments we can make to help them demonstrate their full potential in the hiring process.

Please get in touch at recruitment@opportunitygreen.org and we can discuss how to best make the recruitment process as accessible and comfortable for you as possible.