

The Elders Foundation Digital Media Officer

The Elders are looking for a Digital Media Officer that will play a key role in strengthening The Elders' digital presence and ensuring their voice reaches global audiences.

Role Overview

The postholder will be responsible for the creation, management, and dissemination of high-quality multimedia content across our digital platforms.

They will manage social media channels, update the website, and produce engaging videos and visuals that communicate The Elders' messages effectively. The postholder will collaborate closely with programme teams to translate complex issues into accessible, inspiring digital materials.

Reporting to: Director of Communications

Main Duties and Responsibilities:

Multimedia Content Creation

- Produce and edit videos, photo stories, and podcast/broadcast recordings for campaigns and storytelling.
- Design graphics, infographics, and other visuals for digital platforms.

Social Media Management

- Develop, schedule, and monitor content for social media channels (Facebook, X/Twitter, Instagram, LinkedIn, YouTube, etc.).
- Track engagement and produce analytics reports to inform strategy and content performance.

Website Management

- Ensure website content is up to date, engaging, and optimised for SEO.

Brand and Voice Consistency

- Ensure all digital content aligns with The Elders' brand guidelines, house style, and tone of voice.

Person Specification

Experience and Qualifications

- At least 3-5 years of professional experience in digital communications, preferably in an NGO or international context.
- Strong knowledge of social media platforms, trends, and analytics tools.
- Proven experience in creating a variety of digital content formats, including video and graphics.
- Demonstrable experience using Adobe Creative Suite (Premiere Pro, Photoshop) to create videos and graphics.
- Experience managing website content (WordPress, Drupal, or equivalent).
- Basic knowledge of SEO and digital marketing principles.
- Good understanding of and interest in The Elders' values, programme priorities, and global affairs.

Skills and Attributes

- Strong storytelling and writing skills.
- Creative thinker with the ability to develop innovative content ideas.
- Excellent interpersonal skills and a collaborative working style.
- Proactive, adaptable, and able to manage multiple priorities in a fast-paced environment.
- Strong organisational skills with attention to detail and the ability to meet tight deadlines.
- Ability to translate complex issues into accessible digital materials.

Commitment and Flexibility

- A strong personal commitment to the mission and values of The Elders.
- A flexible style and willingness to work in a small, collaborative team.
- This role may require some international travel, in exceptional circumstances. You may be required to attend staff or Elders events in the UK from time to time.

Working at The Elders

We operate a hybrid working policy, with a high degree of flexibility for staff. We ask staff to attend the office based on need, not a quota of days. We believe there are certain activities that are best conducted in person and also hold monthly "in days" when the whole team comes together. Additionally, some roles involve international travel, the timing of which is usually decided by Elders' commitments. Aside from these obligations, staff are free to choose the balance between working remotely and working in the office that suits them best. We are based close to Green Park station in London, in a newly refurbished office.

Salary will be in the £35,000 -£38,000 per annum range, depending on experience

In addition to a competitive salary we offer the following benefits:

- Private pension scheme with 10% employer contributions
- Optional private medical and dental insurance
- Group life assurance equivalent to 5 x annual salary
- 28 days of paid annual leave (with 3 of these days on stipulated dates between the Christmas/New Year holidays) plus all England and Wales public and public holidays
- Enhanced parental leave

The Application Process

To apply, please send an up-to-date CV and a covering letter (maximum 2 pages) setting out why you want the role and are suitable for it to oliviabishop@michaelpage.co.uk. Applications close at 23.59 on 14 of December.

The Elders is committed to creating an inclusive working environment that values diversity and equal opportunities. We welcome and encourage applicants of any ethnicity, religion, age, gender or gender identity, sexual orientation or disability. Given the Elders' global outlook, we particularly welcome applicants originally from countries in the Global South. As we are not able to sponsor visas, all applicants must have the right to work in the country where the role they are applying for is based. We will assess purely on your abilities and fit for a role. We are happy to discuss any adjustments you need to ensure a fair recruitment process and to enable you to be successful in your role if selected.