

**Job Title:** Productions Manager

**Reports to:** Senior International Marketing Manager

**Hours:** Full-time (40 hours a week), Flexibility to occasionally work outside hours is required.

**Location:** London

**About the Organisation:**

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as the future of their families, their community, and society at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

**Other benefits:** Pension scheme enrolment and regular visits to Iraq.

**Key Responsibilities:**

Project Management & Delivery:

- Manage end-to-end production of all creative outputs (copy, design, and video) across multiple workstreams including:
  - Paid Ads (Meta, Google)
  - Social Media
  - Print materials (evergreen and campaign-based)
  - Campaign landing pages and emails
  - Video content for digital platforms
  - Internal requests (e.g. member offices and field office materials)
  - Community engagement
- Ensure work is delivered on time, on brand, and in line with project objectives.
- Line-manage the creative team, tracking creative deadlines, coordinating reviews and approvals, and ensuring smooth workflows.

Creative Coordination:

- Brief and coordinate writers, designers, and video editors
- Maintain a clear content calendar and production schedule in collaboration with team leads.
- Ensure version control, quality assurance, and consistency across all outputs.

Team and Stakeholder Management:

- Act as the go-to person for creative asset delivery for the Senior International Marketing Manager.

- Facilitate effective collaboration across work streams – especially between design, video, and content colleagues.
- Manage incoming requests from member and field offices, prioritising and scheduling work as needed.

**Process Improvement:**

- Support the development and documentation of streamlined creative processes.
- Implement efficient feedback and sign-off systems to avoid bottlenecks.
- Maintain up-to-date asset libraries and brand guidelines in collaboration with relevant teams.

**Person Specification:**

<b>Skills:</b>	<b>Essential</b>	<b>Desirable</b>
Bachelor's degree in media and communications or any relevant field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
At least 3-4 years of creative production management experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stakeholder engagement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Process development and documentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of digital marketing platforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of brand and quality control	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arabic language proficiency	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Competencies:</b>	<b>Essential</b>	<b>Desirable</b>
Excellent organisation and effective communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conflict resolution and critical thinking	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proactivity and self-motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Great listening and rapport building	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage pressure and conflicting demands, and prioritise tasks and workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hard working and eager to learn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate adherence to Al-Ayn's ways of working, including exercising discretion appropriately and respecting confidentiality at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Note:** Responsibilities articulated in this job description are subject to review and changes and depending on the needs of the organisation at any given time.