VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at http://croptrust.org

The Global Crop Diversity Trust is seeking an outstanding candidate for the position of:

Digital Production Specialist

Reporting to the Head of Communications, the Digital Production Specialist will work closely with the Communications Unit, and other institutional teams and external partners to ensure that all of the Crop Trust’s digital communication channels feature highest-quality content, increase reach and engagement of target audiences with digital communication channels, thereby raising the awareness and profile of the Crop Trust.

The role includes responsibilities such as:

- Oversee sourcing, production and publishing of content across the Crop Trust's owned digital communication channels, principally the institutional website;
- Close coordination with the Social Media Focal Point to support content production for all social media channels;
- Track analytics and set targets for all digital platforms, including social media channels, and regularly report on these to the Head of Communications;
- Ensure that the Crop Trust’s digital platforms continue to expand in reach and evolve as effective pathways for knowledge sharing, engagement, and capacity building;
- Work with a web design agency to coordinate the continuous development of the Crop Trust’s website, including the second-phase launch of the Crop Trust’s new institutional website, subsites, and related tools;
- Oversee production of all reports, principally the Crop Trust Annual Report, but including digital and print products required by donors and partners as well as those for general outreach purposes;
- Coordinate regular meetings, as needed, with the Communications Unit and other teams on digital content production and channels;
- Develop training materials, best practices and guidelines for staff and partners on the production and sharing of digital content. Carry out training on the same, including on-location, as needed;
- Oversee all aspects of production by consultants and agencies for web design, visual design and other creative outputs for digital channels, as needed. This includes overseeing internal videography and video production of the Executive Director and speakers speeches, as well as taking responsibility for the new Crop Trust video equipment and suite;
- Keep abreast of latest developments and trends in digital content platforms and channels and advise the Head of Communications accordingly;
- Input into relevant budget planning and tracking as needed.
Qualifications, Technical Skills and Experience:
- Master's degree related to digital content production, related field or equivalent experience preferred;
- At least three years of progressively responsible experience in digital publishing and/or digital content management, including responsibility for work by external agencies or consultants;
- Experience working closely with technical teams and individuals on content and/or product development;
- Successful track record in seeing projects through from beginning to end.
- Knowledge of SEO best practices;
- Understanding of latest developments in digital content platforms and channels;
- Experience publishing and/or managing digital content production for an international organization producing scientific, policy-oriented or other technical content preferred;
- An excellent command of the English language; other languages an advantage.

Personal attributes and competencies:
- A positive ‘can do’ attitude;
- Eye for detail and absolute dedication to quality;
- Ability to identify the key messages for audiences of different channels from scientific and technical projects and achievements;
- Must be comfortable in setting highest standards for quality and timeliness with external consultants and agencies and ensuring that those standards are always met;
- Must also be comfortable setting deadlines and making requests of internal colleagues and following through with them;
- Ability to identify creative solutions to maximize available resources while maintaining highest-quality content;
- Enjoy managing multiple projects and schedules and proven ability to track multiple deliverables and outputs at once;
- Happy working independently and in a variety of groups and teams.

Terms and Conditions: The Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a General Service position classified as Level 3, with the highest Level in the General Service Grade Levels being Level 3. The salary range for this level starts at Euro 40,000. Staff of the Global Crop Diversity Trust (including German nationals) are exempt from host country income tax. All benefits are denominated and paid Euros. Relocation costs are not covered. The initial contract will be for a period of three years, subject to a probationary period of one year.

Applications: Interested candidates should submit the following:
- a one page summary of your qualifications and experience, indicating how you meet each of the duties and competencies for the position and your motivations for applying;
- your curriculum vitae in English (please include your current residence address, telephone, fax and email address, date of birth, gender and nationality);
- names and full contact details of at least three referees.

Please apply by using the following link: https://www.impactpool.org/jobs/754434/application

Deadline for applications is 7 January 2022.

The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality. Only short-listed candidates will be contacted.