



PROJECTS OFFICER

About PhotoVoice

Our vision and mission

PhotoVoice's vision is for a world in which everybody has the opportunity to represent themselves and tell their own story

Our mission is to promote the ethical use of photography for positive social change, through delivering innovative participatory photography projects. By working in partnership with organisations, communities, and individuals worldwide, we will build the skills and capacity of underrepresented or at risk communities, creating new tools of self-advocacy and communication.

Why photography?

Photography is a highly flexible tool that crosses cultural and linguistic barriers, and can be adapted to all abilities. Its power lies in its dual role as both a form of creative expression and a way to record facts. It provides an accessible way to describe realities, communicate perspectives, and raise awareness of social and global issues. Its low cost and ease of dissemination encourages sharing and increases the potential to generate dialogue and discussion.

How do we work?

Working in partnership with other charities, NGOs and community organisations, PhotoVoice designs and delivers tailor-made participatory photography, digital storytelling and self-advocacy projects for issue-affected or underrepresented groups.

Our pioneering and award-winning approach brings together creative expression, media, development, campaigning and social change to deliver projects that enable voice, build skills, deliver advocacy and work towards sustainable change.

We ensure that we:

- Design and develop projects specific to communities, issues and needs, and based on engagement with them
- Promote the imagery produced from the projects utilising media, events and exhibitions
- Provide consultancy, training, materials and resources to organisations wishing to use participatory photography in their work

Where do we work?

PhotoVoice works in the UK and internationally with individuals, local communities, and partner organisations.

Job Description

PhotoVoice is seeking a Projects Officer to join its team. Based in London, the successful candidate will ensure that PhotoVoice is able to effectively deliver its portfolio of participatory photography projects.

By working to a high standard within agreed processes and practices, the Projects Officer will deliver and manage high quality projects which further the cause and activities of the organisation.

The successful candidate will also work closely with other members of PhotoVoice's small core staff team to help ensure the success of all aspects of our work, including other projects.

This role would suit a candidate who already has experience of designing, delivering, and facilitating creative participatory projects. Applicants who have completed the PhotoVoice training course in participatory photography are encouraged to consider applying.

International travel will be required with this role, often for extended periods of time (two – three weeks).

Key responsibilities

- Facilitating participatory workshops with issue-affected communities both in the UK and worldwide
- Contributing to the design, development and delivery of PhotoVoice's projects and programmes portfolio, including but not limited to developing proposals, plans, delivery, and evaluation
- Ensure the application of PhotoVoice's ethical principles within all projects
- Providing consultancy services on behalf of PhotoVoice, either on site or remotely
- Identifying and helping to deliver opportunities to promote or raise awareness of PhotoVoice's projects and programmes, either through media, exhibition, or promotion
- Provide regular updates on progress against project objectives, and organisational targets, including financial reporting
- Generate and secure content for PhotoVoice's website, providing projects updates when requested
- Contributing to the organisation and development of events, activities and exhibitions, and contributing to those hosted by partners and other relevant organisations
- Working alongside interns, volunteers, and staff members to help with the delivery of projects and programmes relating to PhotoVoice's work
- Ensure adherence to PhotoVoice's policies and practices at all times, including when working in collaboration with partner organisations
- Support fundraising and grant applications as requested
- Any other duties as required

Skills and experience

- Educated to degree level or equivalent,
- A proven track record in facilitation and community engagement, preferably within a charity, using creative practices
- Understanding of photography and photographic practices
- Commitment to the principles and values of PhotoVoice
- A flexible approach and the ability to respond to complicated situations
- Excellent written English and communications skills
- Understanding of UK and international policy and legislative issues
- Ability to work in challenging contexts with issue-affected community members
- Experience of managing projects, including budgets
- Excellent IT and computer skills, including image editing
- Organisational, planning and prioritising skills, with proven ability to manage several projects simultaneously and deliver high quality work to deadlines
- Ability to travel and attend PhotoVoice activities outside of normal office hours, including extended periods of overseas travel, potentially two – three weeks

Terms of employment

- Job title: Projects Officer
- Reporting to: Senior Projects Manager
- Salary: £26,000 per annum
- Hours: Full time, 37.5 hours a week. PhotoVoice operates a flexi-time policy, with core hours set from 10.30 to 4.30, including a one hour lunch break
- Contract duration: 12 months with possibility of extension
- Location: PhotoVoice is based in London, but works internationally, and overseas travel for extended periods will be required
- A pension is provided by PhotoVoice for all staff

How to Apply

Submit your CV and a covering letter detailing how you meet the person specification to info@photovoice.org with the subject line: 'Application for Projects Officer'

In your application, please demonstrate how you meet each point in the skills and experience criteria with demonstrable examples, ideally responding to each point in turn.

The closing date for applications is 1pm on Monday 8th April 2019. Interviews are expected to be held on Monday 15th and Tuesday 16th April 2019 in London.

Reasonable travel expenses will be provided to shortlisted candidates.

Please note that we are unable to provide feedback for candidates who are not shortlisted for interview.