

Operational / External Title: Stories and Content-Gathering Specialist

Role Title:	Stories and Content-Gathering Specialist
Date of JD Review:	December 2025
Department:	Innovation and Impact
Team:	Stories and Content Gathering team
Tenure:	Full time- Permanent
Band & Range:	Band C
Location:	London- Hybrid
Reports to:	Senior Stories and Content Gathering Specialist
DBS check required:	Yes [DBS Roles]
Role requires UK travel:	Yes
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
Does This role International require Travel:	No
<p>Internal Key Contacts: Data Protection Officer, AAUK's Stories and Content Gathering Team, Anti-Racist Storytelling Manager, colleagues across the Impact and Innovation Department, Media, Advocacy, Digital, Fundraising, AAUK's Finance and Procurement Teams, AA colleagues around the world, particularly communications and programmes leads, AAUK and global security and safeguarding leads, content gathering and communications colleagues at AAI.</p> <p>External Key Contacts: Freelance journalists, photographers and videographers based around the world, as well as translators, copyeditors, photo and video editors, partner organisations, insurance and travel companies.</p>	

Purpose Of the Role:

This specialist role sits within ActionAid UK's Stories and Content Gathering team to help shape bold and authentic content that showcases the work and impact of ActionAid's partners worldwide, as well as the global movements for social justice and gender equality. Our storytelling champions women's rights organisations and feminist movements and centres the voices and leadership of women and girls with lived experience.

The role supports photography, video and story gathering commissions across Asia, Africa and Latin America, researching story leads, developing strong angles, liaising with teams worldwide to plan itineraries and organise logistics and helping brief and contract photographers, videographers and journalists. Post-production duties include translation and consent checks, safeguarding reviews, gathering information and statistics, story write-ups, fact-checking and captioning photos with all content prepared for upload to ActionAid's organisation's global content SharePoint.

During humanitarian emergencies, this role joins our fast-moving emergency communications team to remotely support with gathering eye-witness testimony, contracting and commissioning crew in-country, coordinating logistics and working on the post-production of content, at pace.

The postholder will help grow our global network of women photographers, videographers and journalists, maintain our story-leads database, curate existing content for new projects and build strong relationships with colleagues across the ActionAid federation.

This job plays an active role in ensuring content gathering and storytelling is aligned with AAUK's anti-racist, decolonial and feminist approach, ensuring every story is told, with dignity, care and integrity.

Main Accountabilities:

- Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct).
- To undertake any other duties, appropriate to the level in accordance with agreed procedures and guidelines.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.
- To provide storytelling and content gathering expertise, including working on the research, planning, commissioning and post-production of multi-channel content (stories, images and video) for media, advocacy, digital, brand, cross-departmental projects, emergencies and organisational priorities.
- Working collaboratively with ActionAid colleagues across the federation, support the commissioning and briefing of content gathering crews by researching and developing story focuses, writing content gathering briefs and interview questions

and preparing contracts, arranging logistics, coordinating shoots (remotely) and gathering key information for major projects, including humanitarian emergencies.

- To work with colleagues and external content-gatherers to uphold safeguarding and informed consent standards throughout the entire content gathering and post-production process and ensuring that contributors maintain authorship and accountability is upheld at every stage.
- Be an active advocate for our anti-racist, decolonial and feminist approach to content gathering and storytelling across AAUK and the AA federation.
- To relationship build with ActionAid country offices internationally, building strong, collaborative relationships with colleagues and our partner organisations so that content and information is informed by ActionAid's international programme work.
- To work on the post-production of interviews, eye-witness testimony and information, checking consent, writing up stories using AAUK templates, fact-checking all information and ensuring all content adheres to AAUK's anti-racist, decolonial and feminist approach and meets the highest safeguarding standards.
- Support the emergency communications during Red Alert emergencies with logistics for commissioning photographers, videographers and journalists, contracting translators and working on the post-production of content, at pace. Where needed, support in gathering key information and writing key messages.
- To manage all incoming content and stories requests and support the team to plan and prioritize workload over weeks and months, logging and scheduling jobs and moving them through the various stages of development until deadlines are met.
- To lead on the coordination of the team's story leads, scheduling and overseeing the completion of the team's bi-annual country calls with colleagues from across the ActionAid federation and overseeing the write up of story leads to support projects.
- To upload and organise photos, videos and interviews on ActionAid's 'Stories Hub' – an online SharePoint and archive for finished content – and to create practical guides to new content collections to help different stakeholders access them.
- To lead on the curation of existing stories, photos and video to be repurposed and used across the federation and for AAUK's cross-organisational work from advocacy and fundraising appeals to special events and exhibitions.
- Carry out high quality research and gather facts and statistics, collecting and collating complex information and turning it into accurate and engaging copy.
- To assist with training and support for best practise in story gathering and storytelling, where needed.

- To lead on surveying and gathering feedback from stakeholders on content, updating about our ways of working and sharing new story collections, via a regular internal newsletter.
- To proactively engage with AAUK's performance management system and take responsibility for seeking appropriate development opportunities including attending relevant organisational and external training courses.

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Commitment to AAUK's Data Protection & Processing Policy and ability to comply with Data protection legislation and best practice in data management and processing.
- At least 2 years of editorial or journalism experience, particularly commissioning editor, producer or journalist roles.
- Excellent research, writing and copy-editing skills with a strong eye for a good story.
- Understanding of anti-racist, decolonial and feminist storytelling principles and experience of applying them to previous editorial or journalism work.
- Ability to flag potential risks and safeguarding concerns within first-hand testimony.
- Strong organisational and project management skills with experience supporting effective team delivery.
- Creative storyteller, able to bring new ideas and think outside the box.
- Ability to prioritise work in a fast-paced deadline driven environment. Problem solving and sound decision-making skills, especially in limited time and under pressure.
- Ability to conduct accurate research on sometimes tight timelines.
- Proactive and able to work independently, managing and coordinating workload, delegated projects and activities and meeting agreed deadlines.
- Prepared to work outside of normal office hours when needed, especially during humanitarian emergencies
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Desirable Criteria:

- Experience of living and working in the “Global South”, especially regions where we are funding programmes & projects
- Experience of working for an INGO
- Experience of working with freelance journalists, story gatherers, photographers and videographers in challenging contexts and/or on sensitive topics.
- Experience of gathering, commissioning or post-producing high quality multi-media content internationally.
- Experience of working in an international environment and working with colleagues, partners or freelancers around the world.
- Experience of working for or with an INGO or in the field of human rights or women’s rights.
- Experience gathering or commissioning photography or video with a strong eye for visual storytelling.
- Ability in a second language.

It is expected that everyone at ActionAid UK will work to support and strengthen our desired culture of being bold, connected, diverse, optimistic, open and respectful through the way they approach and deliver their work by:

- Being accountable and responsible – your individual way of working
- Being innovative and collaborative – how you get things done
- Being empowering and trusting – how you build and sustain relationships.