



Climate Production Manager TV & Popular Culture

Fixed-term contract, full time (until March 2027 with possibility of extension)*

Overview

- **Application deadline:** 4th May 11:59pm
- **Job type:** Fixed-term contract, full time* (until March 2027 with possibility of extension).
- **Based at:** London, coming into the office (Bethnal Green, London) at least two days a week + additional days in the office as needed for attending events, trainings, internal or external meetings. Our team embraces hybrid working (mix of home/office).
- **Staff benefits:** 7.5% pension contribution and salary sacrifice scheme | 30 days holiday* pro rata plus bank holidays, a day off on your birthday & days off between Christmas and New Year | mentoring scheme | annual training budget | hybrid working (minimum 2 days a week in the London office). Full list of staff benefits can be found [here](#).
- **Salary:** £45968
- **Reports to:** Senior Programme Manager
- **Line manages:** Freelance Consultants

**Heard is trialling the Four-Day Week as part of our commitment to well-being, sustainability and effectiveness. This means our full-time equivalent has reduced from 35 to 32 hours. Our trustees will review whether to permanently adopt compressed hours later in 2026, at which point we will work carefully with all our team to ensure all work patterns are sustainable for them, regardless of the decision. [Learn more](#) about the trial.*

Accessing this recruitment process

If you require any reasonable adjustments during our recruitment processes, including assistance with reading this page or sending documents, please contact info@heard.org.uk

About Heard

We are [Heard](#), the multi-award-winning charity helping people, organisations and the media tell stories that change hearts and minds.



In 2024, we sparked stories that reached a combined audience of 39 million: about poverty, climate change, migration, domestic abuse, sexual violence, trans experiences and children's palliative care.

We partner with storytellers across TV, film and news shaping popular culture - such as the BBC, Netflix, Sky, ITV, Channel 4, Channel 5, LBC, The Times, The Guardian, Paramount - to help them tell powerful and captivating stories at scale that make change feel possible.

We support, upskill and empower more than 600 professionals a year to embed framing into their everyday communications and champion narrative change in their own sector to make impact long-lasting and sustainable.

We co-create with people with lived experience to ensure their learnings are shared and their voices are fairly represented.

Job brief

This role sits at the intersection of TV production, creative development and climate storytelling- helping the TV industry tell powerful, accurate stories about our changing world that truly connect with audiences and inspire action.

As our **Production Manager**, you will lead the "**how**": managing the end-to-end delivery of our workshops, clinics, script consultations, and creative brainstorming with broadcasters, production companies and creatives. You will translate our strategic priorities into a clear portfolio of projects, ensuring the work is expertly scoped, resourced, and delivered to the highest industry standard.

You will bring a production management approach to a charity environment, ensuring delivery is structured, efficient and responsive to industry needs. You will coordinate and manage the work of consultants and collaborators, ensuring quality, consistency and alignment with programme goals.

You will act as both:

- a trusted operational partner to industry stakeholders and creatives, and
- an internal production lead, responsible for delivery across multiple strands of work

This role requires strong production experience, excellent stakeholder management, and the ability to balance creative collaboration with structured delivery. It is best suited to someone currently working as a Production Manager, or with recent, hands-on experience in production management within the TV industry.

The Programme

At Heard, we believe good communication means being heard and feeling heard, and we're committed to supporting people to create engaging narratives that lead to real change. Our



Climate Stories That Work programme helps turn up the urgency on climate change without bringing people down. We create big-picture, can-do storytelling instead of guilt and shame.

We work with campaigners, actors, musicians, sports professionals, broadcasters, and others in the public eye or media industry. Our activities include:

- Tailored workshops and framing clinics for climate communicators and creative professionals, including behind-the-scenes sessions in the TV industry.
- Creative brainstorms and ideation support – from blue-sky thinking to supporting a production team's new project.
- Script consultations and story development – offering a fresh perspective that maximises climate impact in early drafts or edits.
- Ongoing guidance and collaboration with spokespeople and creatives, including consulting on communications or storytelling across various sectors.
- Reviewing popular culture content, analysing themes, and highlighting opportunities for improved climate storytelling.

We support people and organisations to communicate more effectively on climate change, with an approach grounded in empathy, collaboration, and creativity.


Key responsibilities

TV Production Delivery & Industry Engagement

- Oversee the delivery of TV-facing projects, applying production management approaches to ensure work is delivered on time and to a high standard
- Act as the main point of contact for broadcasters, production companies and creative teams
- Manage a slate of projects, balancing competing priorities and deadlines
- Scope and oversee delivery of:
 - workshops
 - creative consultations
 - brainstorms
 - decks and supporting materials
- Identify and manage consultants and collaborators, ensuring delivery is well-prepared, relevant and tailored to industry needs
- Build and maintain strong, professional relationships across the TV industry to support ongoing collaboration and new opportunities
- Maintain ongoing relationships with production partners beyond initial delivery, supporting continued collaboration and insight into project outcomes

Production Management & Operations

- Lead the delivery of the TV strand, including line management of consultants, overseeing outputs, and ensuring work is aligned with charity priorities
- Build and manage realistic timelines, workflows and delivery plans across projects

- 
- Track all deliverables and ensure clear ownership across internal and external contributors
 - Manage resource allocation, including consultant time and internal capacity
 - Oversee budgets related to delivery
 - Identify risks early and proactively manage delivery challenges
 - Manage shifting priorities and respond to fast-moving industry timelines, ensuring delivery remains on track
 - Ensure clear communication and alignment across all stakeholders

Monitoring, Evaluation & Industry Impact

- Track project progress and outcomes, ensuring delivery is aligned with objectives and impact goals
- Maintain relationships with production partners post-delivery to gather feedback and capture learning
- Monitor how climate storytelling is reflected in commissioned or broadcast content where possible
- Contribute to internal M&E processes, ensuring accurate and consistent tracking of activity and impact

Oversight of Creative Work

- Oversee the development of creative outputs (e.g. workshops, decks, consultations), ensuring they align with programme objectives
- Provide input where useful, while recognising that delivery may sit with consultants or collaborators
- Ensure consistency in approach, messaging and quality across all outputs
- Support consultants and collaborators to deliver strong, relevant work

Programme Contribution & Development

- Contribute to the direction and development of the TV strand, informed by delivery experience, industry insight and programme learning
- Identify opportunities within the TV industry and popular culture landscape for future work
- Support reporting and funding processes, providing insight from programme delivery
- Shape and grow the TV strand over time, identifying resource needs and opportunities to strengthen delivery capacity

Collaboration & Organisational Contribution

- Work closely with the Senior Programme Manager and wider team to ensure alignment across programmes
- Contribute to internal planning, team meetings and organisational development
- Represent Heard in industry settings and the wider climate and storytelling ecosystem
- Contributing to shared learning and alignment across organisations in the sector



Skills and requirements

Essential

We don't expect you to meet every point, and we welcome applicants whose skills come from a mix of areas. If you're excited about this role and meet most of the criteria, we'd love to hear from you. We don't expect you to be an expert on climate change, but you must be motivated to translate climate and sustainability into TV shows that audiences genuinely want to watch.

- Significant experience working as a Production Manager (or equivalent) within the TV industry
- Strong track record of managing multiple productions, projects or workstreams simultaneously
- Experience managing:
 - schedules and timelines
 - budgets and resources
 - stakeholders across different levels
- Comfortable working in fast-paced, deadline-driven environments
- Strong organisational and problem-solving skills
- Excellent communication skills, particularly when working with external partners and creative teams
- Ability to bring structure, clarity and delivery focus to complex projects

Desirable

- Experience working across both production and development
- Experience managing freelancers, consultants or collaborators
- Interest in storytelling, narrative or social impact work

Important Note on the Role

This role is not responsible for directly delivering all workshops or creative outputs. It's primary function is to:

- lead delivery across the programme
- manage consultants and collaborators
- ensure outputs are delivered effectively and to a high standard

The Production Manager may contribute to delivery where appropriate, but the role is fundamentally focused on production management, team leadership and delivery oversight across multiple projects.

What's in it for you? Would you be a good fit for team Heard?

Our values

This is [our team](#), and this is [the work we do](#). These are our values at Heard: **we are brave, we care for people, we are collaborative, we nurture creativity, we listen.**



We are brave. We think big because we know real change takes time. We take bold, ambitious steps forward to further our impact. We make space for difficult conversations and reflection.

We care for people. We create spaces where people feel safe, seen and heard. We support each other with compassion. We prioritise wellbeing, including our own. We practice boundaries, nurture our resilience, and intentionally find joy.

We are collaborative. We believe that collaboration sparks ideas, deepens understanding and drives impact. We bring together diverse perspectives, skills and experiences – to build more inclusive and effective solutions. We share our learning to further narrative change approaches.

We nurture creativity. We stay playful, curious and open-minded. We make space for experimentation, and play to the creative strengths of partners and collaborators.

We listen. We listen to the people who are usually least heard. We support them to speak out, lead and take ownership. We know when to lean into our own experiences, when to lead and when to step aside. We stay accountable to the impact of our actions, not just our intentions.


When we're adding members to the team this is what we're looking for. Someone who is...

- Personally committed to Heard's mission, vision and values, and collaboration-focused method of work.
- Committed to reflection and learning, including sharing failures and uncertainties; openly giving and receiving feedback to/from the team and members of the community.
- Awareness of your own needs: you will be good at knowing your limits under pressure and will be confident to ask for help when you need it. You will receive support from your team – we're keen to nurture an environment where no one feels worried about asking for help or support when they need it.
- You'll be interested in emotional intelligence and empathising with and appreciating others. You'll be keen to explore and grow and to create opportunities for those you work with to do the same.

How you'll be supported

As a Heard team member, you will have:

- Regular check-ins with your manager – an opportunity for you to share how you are getting on with your work, alongside feeding into a well-being and welfare staff framework.
- Training opportunities – alongside the team-wide training you have, you will also have £300 personal training budget per year. We also try our best to access training



opportunities through our funders for staff, where possible and encourage staff to attend events.

Staff benefits: 7.5% pension contribution and salary sacrifice scheme (after 3 months) | 30 days holiday pro rated plus bank holidays, a day off on your birthday & days between Christmas and New Year | mentoring scheme | annual training budget | and hybrid working. Full list of staff benefits can be found [here](#).

How to apply

The application deadline is Tuesday 4th May 11:59pm.

To apply, please complete [this application form](#).

Here's more info about the form and application process:

- You will need a Google account or Gmail to access the form. Here's [how to set up a Google account](#) - this should only take a couple of minutes.
- Email info@heard.org.uk if the form or any part of the application process is not accessible to you (or if for any reason you are unable to set up a Google account).
- The form will ask you to upload your CV, and ask you three application questions. We do not ask you to write a cover letter - just to answer these questions.
- **These are the three application questions** (each with a 1,000-character limit, which is roughly 150 - 300 words):
 - *This role sits within a charity working on climate storytelling in TV and popular culture. What draws you to this work?*
 - *Tell us about a production or project you managed that involved multiple external stakeholders - for example, broadcasters, production companies or freelancers. What was your approach to resourcing, keeping delivery on track and evaluating its success, and what did you learn from it?*
 - *Describe a time when you had to manage shifting priorities or a fast-moving timeline. How did you respond, and what was the outcome?*
- We will give equal weighting to the CV and the three application questions when we review applications.
- We will review the questions anonymously to counter unconscious bias.
- In the form, we'll also ask about any adjustments or support you may need to ensure the recruitment process feels inclusive to you.

Here's what will happen after you submit your application:

- If your application is taken forward to the next stage, we will hold first interviews online on the w/c **18th May (online)**.
- From these interviews, we will take forward a small number of candidates to second round interviews, ideally in person in London, on the w/c **25th May**.
- If you are unavailable for the interview dates, we will do our best to accommodate you.



- We try our best to make our interviews friendly and welcoming. We will let you know the type of questions we'll ask in advance, and who you'll be meeting with, to help you feel comfortable and prepared. We will do whatever we can to ensure you feel confident and welcome in the space.
- We will try to let you know as soon as possible whether or not you have been invited to interview. If you are invited to interview, we will always aim to provide some feedback.

We look forward to hearing from you - best of luck!