

Production Officer



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| Location <ul style="list-style-type: none">→ UK.→ London or Glasgow based.→ Common Wealth's office is in Hackney. We have a flexible working policy although attendance at the office is expected 40 per cent of the time for London-based employees. | Salary <ul style="list-style-type: none">→ £33,774 (rising to £37,013 in automatic annual increments).→ Common Wealth salaries are subject to annual pay negotiations and our collective bargaining agreement, which also outlines clear policies on future progression. |
| Contract type <ul style="list-style-type: none">→ Permanent. | Hours <ul style="list-style-type: none">→ This is a full-time position, 37.5 hours per week. We are open to discussion on total hours. |
| Responsible to <ul style="list-style-type: none">→ Sophie Monk, Principal Designer. | Benefits <ul style="list-style-type: none">→ Flexible working hours. We also accommodate caring responsibilities. Please enquire about our carers' policy.→ 38 days of annual leave (inclusive of public and bank holidays).→ Eight per cent employer pension contribution.→ Employer-funded healthcare cash plan.→ Parental leave significantly above statutory.→ Group life assurance at 3x salary.→ In London, our office building provides: free lunch once a week, free weekly exercise classes, free yoga classes, and free tea and coffee. |
| Start date <ul style="list-style-type: none">→ As soon as feasible following appointment. This could be as early as February 2026 or later depending on the candidate's notice period. | Right to work <ul style="list-style-type: none">→ This position requires the right to work in the UK. |

About Common Wealth

Common Wealth is a think tank focused on securing a democratic and sustainable future. From the inequalities of the asset economy to structural solutions to the climate crisis, our work is systemic in focus and ambitious in orientation.

Production Officer: Overview

The Production Officer role at Common Wealth provides essential support to the organisation's production, outputs and overall mission. The role sits within our broader production team and is focused on supporting digital communications, design, editorial, and press functions. The role holder will play a key part in helping us work effectively and creatively to deliver high-impact work.

As with all roles at Common Wealth, this position involves working collaboratively and flexibly within a small team, and you may be asked to contribute across projects or areas beyond your core responsibilities.

Job Description

Key responsibilities

- Uploading text, visual, and audiovisual content to the website.
- Supporting social media planning and posting across platforms.
- Drafting and editing copy for newsletters, press releases and social media.
- Monitoring and evaluating digital output.
- Assisting with the delivery of digital content for research or multimedia projects.
- Copyediting and proofreading research outputs.
- Maintaining and updating digital asset libraries and press lists.
- Assisting in creating and editing graphics, infographics, or social media assets.

Person Specification

Essential

- Experience in a relevant digital, editorial, or creative support role (this could be in employment or voluntary/student work).
- Attention to detail and care with handling documents, content, or data.
- Strong organisational and problem-solving skills.
- Ability to manage multiple tasks and priorities effectively.
- Strong written and verbal communication skills.
- Experience of working with content management systems (CMS), such as Webflow.
- Ability to work both independently and collaboratively.
- A commitment to Common Wealth's mission, values and approach.

Desirable

- Demonstrable experience with copyediting and/or graphic design would be a significant advantage.
- Familiarity with social media platforms and content planning.
- Software skills: Adobe Creative Cloud (especially for PDF production), Figma, Webflow, Mailchimp, Substack.

To apply

To apply for this role, please do the following:

- Send your CV (no more than two pages) and a brief cover letter outlining your motivations for the role and how your skills and experience align with the position to jobs@common-wealth.org, by 10:00 am GMT on Monday 26 January 2026. If you are disabled, please inform us and you will be offered an interview if you meet the essential criteria of the role.
- Complete our short survey for diversity monitoring. This is separate to the applications and anonymous. The survey is entirely optional.

Interviews will take place w/c 2 February 2026, with questions sent to candidates in advance.

A second interview may be required for final selection at the end of the week.

Please note that we cannot sponsor visas, therefore we can only accept applications from candidates who already have right to work in the UK or are able to obtain this independently.

We are particularly keen to receive applications from people in groups underrepresented in our sector. If you have any questions about the role, please feel free to contact us.