

1. POST DETAILS

| | |
|-------------------|---|
| JOB TITLE | Videographer and Editor |
| LOCATION | Oxford |
| REPORTS TO | Digital Communications and Marketing Manager |
| HOURS | Part-time; circa 18.75 hours per week |

A Genuine Occupational Requirement applies to this role:

As a result of our Christian ethos, this post is covered by a Genuine Occupational Requirement (GOR) under the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices of the organisation.

2. KEY PURPOSE OF ROLE

- 2.1. To participate in all technical aspects of producing high quality, visually pleasing and effective audio-visual content for the organisation;
- 2.2. Support and assist the Media, Marketing and Communications team in the creation of compelling storytelling that contributes to the organisation's mission and brand identity.
- 2.3. Take an active part in the devotional life in the staff team.

3. CORE DUTIES AND RESPONSIBILITIES

- 3.1. Together with the media team and other stakeholders, interpret briefs and conceptualise creative solutions, within the constraints of the project;
- 3.2. Collaborate with the Development, Operations, Marketing and Communications teams to ensure that the content is appropriately targeted and effective;
- 3.3. Uphold and maintain consistency of the organisation's brand and sub-brands;
- 3.4. Film studio sessions and live events (both in-house and off-site), taking responsibility for lighting, sound and camera work;
- 3.5. Where required, collaborate with additional outsourced and/or specialist film-makers and crew on larger projects;
- 3.6. Edit a wide variety of audio-visual content – packaging outputs appropriately for various uses, including but not limited to, events, promotional and fundraising campaigns, social media, podcasts and publication on the organisation's websites and digital channels;
- 3.7. Maintain the organisation's media library, adhering to data labeling, organisation and archive processes;
- 3.8. Other duties as and when may be required to support the activities of the organisation.

4. JOB DIMENSIONS

4.1. RESPONSIBILITIES:

- 4.1.1. **External** responsibility for lighting, sound and camera work during production of effective content in collaboration with stakeholders and media team; Upholding brand and sub-brand consistency
- 4.1.2. **Internal:** Interpretation of media, marketing and communication briefs; Audio-visual editing; Maintenance of media library; Upholding brand and sub-brand consistency.

4.2. TEAM - Reports into Digital Communications and Marketing Manager (no subordinates)

4.3. KEY RELATIONSHIPS:

- 4.3.1. **External:** external contractors and service providers to support work, event hosts regarding on-site requirements for filming.
- 4.3.2. **Internal:** Media, Marketing and Communication Manager (line management and project direction), Speakers and Educators (liaison re video and audio content for organisational use live and recorded), Development Team (to ensure content is appropriate under direction of line manager)

4.4. DECISION MAKING:

- 4.4.1. Appropriate techniques and approaches to recording, filming and editing process in collaboration with key stakeholders;
- 4.4.2. Work planning and organization.

4.5. TRAVEL: Travel required for location-based events, interviews and for other content-gathering purposes.

5. PERSONAL ATTRIBUTES REQUIRED (KNOW HOW) (COMPETENCIES, CAPABILITIES AND VALUES):

5.1. CORE ATTRIBUTES

- 5.1.1. A recognized and relevant qualification in video production and editing, or equivalent experience;
- 5.1.2. A strong portfolio that demonstrates creative range, technical skill, and versatility across a range of media including broadcast and social;
- 5.1.3. Proven ability to combine creative and critical thinking to craft compelling, fit-for-purpose media products;
- 5.1.4. Flair for creative story-telling through film;
- 5.1.5. Good knowledge of current broadcast and social media delivery standards;

- 5.1.6. Committed to producing high quality, accurate work that shows attention to detail;
- 5.1.7. Ability to work under pressure and to deadlines;
- 5.1.8. Highly organised and adaptable, willing to work on multiple deliverables in parallel;
- 5.1.9. Proactive with good self-leadership skills;
- 5.1.10. A team player, geared towards working in a collaborative environment;
- 5.1.11. Up-to-date with current audio visual trends and standards;
- 5.1.12. An active Christian with a mature faith that also identifies with the Charity's statement of faith and whose conduct is in line with the complete authority of the Word of God.

5.2. TECHNICAL SKILLS

- 5.2.1. Strong audio video production skills including studio setup, camera operation, lighting, and audio recording;
- 5.2.2. Excellent video editing and post-production skills;
- 5.2.3. In depth knowledge of video codecs, file encoding and deliverables;
- 5.2.4. Advanced expertise in the Adobe Creative Suite, particularly Adobe Premiere, Photoshop and After Effects;