**Role: Volunteer Videographer**

**Team: Marketing**

**Responsible to: Head of Marketing**

**The Team…**

The Social Media team is an integral part of the wider Marketing team. We’re creative, which sometimes makes people think we’re weird, but we embrace it.

The Marketing team is made up of a bunch of quirky folk, that together look after design, events, social media and web stuff. (Amongst lots of other things).

We’re right at the heart of all of UCB’s ministry, and we have the powerful goal of sharing the heart of UCB’s vision in the best possible way, for each person we come into contact with.

Everything we do is about collaboration, each member of the team is offered responsibility, but we always stand together too. We climb together, we fall together (Metaphorically. If you actually fall over we’ll laugh. But we will offer a hand to get back up again. Maybe).

**The Job…**

You’ll be responsible for planning, shooting and editing video specifically curated for our web and social media streams. This could mean a short 30 second video for Twitter, a live periscope in the radio studios or heading out on location to shoot a behind the scenes series on our TV shows. Some of it will be super serious, other bits will be silly, so if you’ve got a good sense of humour then you’ll fit right in.

We’re looking for someone who is comfortable with camera equipment and editing software. Lots of your work will be self-led, so if you reckon you’re good at coming up with an original idea and seeing it through to completion, you might be the one for us (not the romantic ‘one’, calm down).

This role sits directly within Social Media, which is one part of the wide ranging brief handled by the Marketing team, so you may also be asked to do a variety of weird and wonderful tasks from time to time. This may range from things like attending events, helping with the scheduling of the social media streams or blowing up balloons (with helium, not dynamite, less exciting, sorry).

**Your position…**

You’ll be a part of the Social Media team, which includes a Social Media Coordinator, and you’ll report to the Head of Marketing.

The Director of Broadcasting and Publishing oversees the whole thing, and along with Executive team, reports to UCB’s CEO.

You’ll be working mainly in collaboration with the Social Media Coordinator and the rest of the Marketing team but you’ll also get chance to work with lots of other teams at UCB, including Radio, TV and Publishing.

You may need to work with outside agencies or organisations to produce the very best video content.

There may be times when you are called on to attend events as an ambassador of UCB, which may involve wearing our chosen uniform. You’ll be a part of a team, or you may even be asked to lead the team attending.

**What you’ll actually be doing…**

You’ll be working within the Social Media team, with direction from the Head of Marketing to create and share exciting, exclusive video.

We’re looking for someone who can plan, shoot and edit video for Social Media and web. Your brain will be bursting with ideas for clever video, from short funny stuff to compelling original content – you’ll need to be prepared to make your ideas into moving images to delight and inspire, in whatever form that takes.

**Time to grow up…**

You’ll be offered the chance to take responsibility for the whole process of projects, ensuring that the work is completed on time, to our high personal and brand standards.

We are a very busy crew and it’s likely you’ll be looking after a number of projects at once, so you’ll be responsible for managing your time. But the good news is that you’ll be working with team-mates who will always work together to get stuff done.

**The clothes we wear…**

Our brand is our hat and cloak – our trousers and socks, if you will - it’s fundamental to our ministry’s identity and standing, so you’ll be expected to make sure it’s kept consistent and its strength is maintained across all the different areas of the ministry. The videos you produce will reflect our existing brand, and encourage people to explore more.

Part of your responsibility within this role will be to work with the team on maintaining up-to-date branding.

**Getting some sun…**

UCB is a lively media outfit and we regularly get let out to meet the public at all sorts of different events up and down the country (and sometimes even outside of it!) and we offer everyone the chance to attend at some point on our behalf.

If you’re called upon to bear witness for us, you would usually be asked to help with services like the set-up or talking to strangers!

If you’re growed up enough, you might even get asked to lead other volunteer teams.

**Have you met Jesus?...**

Although we’d love to think of ourselves as sub-zero hipster types, we are predominantly fairly weird Christian types we’re afraid. So our day often includes meeting to worship, pray and do other Christian stuff (we all know that means eat cake, but we try to make it sound a little holier in the meeting invites). We’d love you to join us, so if you love God (and cake) you could be just the right fit for this role.

**Who are we really after?**

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|  | **The Right stuff…** | **Bonus material** |
| **Qualifications** | Holding a camera steady.GSCE/A-Levels in some arty or photographic areas. | Degree in ideas and clever thoughts. (Art, marketing or media type subject) |
| **Experience** | Filming stuff and working on projects. From shooting stuff with a group at some point in your education to volunteering, it’s all good stuff. If you’ve only really filmed home video, that’s great too!  | A head full of original ideas.Some experience in social media and web stuff. |
| **Skills** | Ability to plan ahead and visualize. Filming stuff. We’ve probably made that clear by now. Ability to edit the stuff you’ve filmed. Ability to use the internet without getting distracted by lolcats.  | Comfortable with camera equipment and up to date with all things video-related. Confident using editing software.Makes a decent cup of tea. |
| **Personal things** | Self-motivated and good at managing priorities without getting stressed out. Have a genuine passion for video and social media.Be everything your twitter bio says and more. Good at sharing thoughts when invited to give opinions.Good at taking opinions and helping them to shape the work you do.  | Able to cope with our fairly noisy office banter.Capable of cracking on with a project despite the live studio environment and broadcast floor…maybe even using it to your advantage! |

**Terms and Conditions of this position.**

**Job Titile:** Volunteer Social Media Videographer

**Contract status:** Volunteer (there’s not really a contract, but we might ask
you to sign a bit of paper to say you are a Christian).

**Working Hours:** Well, it’s voluntary so we can’t force you to do any… but it would

be nice if you could turn up between 9-5 on weekdays.

**Annual leave:** Again, it’s all voluntary, so it’s really up to you how much time
you want to give up!

**Salary:** Nice try! Although depending on how much time you can give us, we might be able to help out with food and some living expenses.

**Sick pay:** Nope.