



Multimedia Production Specialist

Job description and person specification

Job title:	Multimedia Production Specialist
Hours:	Full time - 37 hours per week *(See terms and conditions).
Post Level:	3
Based:	Care for the Family's Head Office (Tovey House, Cleppa Park, Newport, NP10 8BA)
Duration:	Permanent
Reports to:	Multimedia Production Manager

Background

Care for the Family (CFF) is a national Christian charity founded in 1988 which aims to promote strong family life and to help those hurting because of family difficulties.

We deliver a wide range of family-building events, including conferences, training programmes and seminars across the UK, attended by tens of thousands of people each year. Resources, courses and specialist programmes benefit many more.

Job purpose

The role of the Multimedia Production Specialist is to create a range of engaging multimedia content to support the ministry and promote the work of Care for the Family across multiple channels.

Main areas of responsibility

- To produce engaging multimedia content for our audiences.
- Video production – set up and record video content, including lighting and multi-camera set-ups where necessary.
- Sound recording – to include close mic and podcast recording for both audio and video content.
- Audio and video editing.
- To create images and graphics for multimedia content.
- Contribute to creative meetings to offer new and innovative ways of creating multimedia content.
- Liaise with staff and external contacts to coordinate filming and podcast recording.
- Update the Care for the Family website with multimedia content.

Knowledge, skills and expertise

	Essential	Desirable
Proficient in the use of video cameras /DSLR / Mirrorless cameras	✓	
Proficient in the use of sound recording equipment	✓	
Proficient in the use of video editing software (Adobe Suite / Avid / Final Cut Pro or equivalent)	✓	
Good interpersonal skills and ability to work well as part of a team	✓	
Able to drive and hold a valid UK driving licence	✓	
Able to work flexible hours, with some weekend / evening work as required	✓	
A good understanding of strong production values and the ability to give direction and make suggestions during the production process	✓	
Be sympathetic towards the Christian faith, and a willingness to work within a Christian environment	✓	
Degree in Media or related field		✓
Demonstrate an ability to use a graphics package such as After Effects and Photoshop photo editing		✓
Demonstrate an ability to set up and record with green-screen technology		✓
Experience in using Wordpress or other web content management system		✓
Awareness of different multimedia platforms and their specific production and post-production needs		✓

Our ideal Multimedia Production Specialist will ...

...be a good team player and be able to work with a variety of people

...have creative ideas and be able to make those ideas a reality

...be able to produce engaging content across a variety of media

...have a flexible approach to work and be able to take on suggestions and feedback from others

Additional Notes

If you would like to include any examples of previous multimedia work with your application, please list details on your application form. (I.e. web links to personal websites / show reels).

Terms and conditions

- This is a full time salaried position. The salary will be in the range of £22,000 - £26,000 per annum, dependent on experience. (*If you are interested in the position but could only consider a part-time contract, please contact Lindsey Sisk on 029 2081 0800 to discuss further.)
- Daily working hours are 7½ hours a day Monday to Thursday inclusive and 7 hours on a Friday. These hours exclude an unpaid lunch break of minimum length ½ hour to be taken each day between 12.00 and 14.00.
- This position is primarily office based, but it will also be necessary to travel, and to work days and hours that vary from the standard pattern, in accordance with operational requirements. If the hours worked exceed 37 hours in any particular week, the post-holder will be entitled to time off in lieu, in line with the organisation's guidelines.
- The position is offered subject to the satisfactory completion of a three month probationary period.
- Holiday entitlement is five weeks per annum (rising to six weeks after two years' continuous service) plus statutory holidays.
- CFF operates a group personal pension scheme and will contribute a monthly payment equivalent to 10% of an employee's gross monthly salary to their plan within the scheme, once conditions for entry to the scheme have been met.



Care for the Family – a Christian response to a world of need.

A registered charity (England and Wales: 1066905; Scotland: SC038497).

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www.careforthefamily.org.uk