

JOB DESCRIPTION

Job Title:	Media Content Producer
Location:	Cliff College, Calver, Hope Valley, Derbyshire S32 3XG
Responsible to:	Learning Innovation Manager
Internal relationships:	Learning Innovation team, Digital Evangelist
Purpose and Objectives:	To create quality media content that can be used by the College, and other organisations.

Vision 21

Vision	Cliff College: A Global Centre for Evangelism and Missiology
Aim	To be a Methodist evangelical learning community, rooted in God's Word and Spirit for the purpose of equipping God's people for practical ministry and cutting-edge missional engagement.
Objectives	<p>To enable an encounter of God in an array of places, contexts and environments, offering the whole Cliff community the opportunity to grow and develop as disciples.</p> <p>To equip individuals, as disciples, through a wide range of formal and informal, validated and non-validated, on-site, online and hybrid learning opportunities.</p> <p>To engage individuals and groups through a variety of evangelistic and missional opportunities at Cliff, throughout the UK and across the globe.</p>

Main Responsibilities

1. To plan and manage a range of digital projects in consultation with your line manager
2. To develop concept, design and/or narratives for projects
3. To organise and film video projects, working with and supporting clients
4. To edit video projects and agree final versions with clients
5. To support the ongoing development of the media suite
6. To support particular projects that the College is involved with, as agreed with your line manager
7. To complete any other reasonable duties, as required by your line manager

PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Education and Training	A good knowledge of digital communications, production and editing		A, Q, I
	Evidence of ongoing professional development		A, Q, I
Proven Ability	Experience in a digital communications role, with a track record of producing creative, high-quality media content	Proven ability and experience of creating content for online learning	A, I
	Experience in delivery and production of media content		A, I
	Experience in working in Adobe Creative Suite or similar professional editing software, with user transferable skills.		A, I
	Evidence of organising a busy media content production schedule and of managing own workload, effectively prioritising tasks and meeting deadlines		A, I
	Computer literate; ability to work effectively with Microsoft Office applications: Word, Outlook and Excel		I, E
Special Knowledge and Skills	Good planning and organisational skills		A,E
	Good communication and interpersonal skills, both verbal and in writing, and to work as an effective member of a team	Knowledge of how media content is created and communicated	A, I
	Ability to maintain confidentiality and discretion		A, I
Special Qualities or Aptitudes	Fully in sympathy with and supportive of the ethos and charisms of Cliff College and wider Methodist Church	Member of a church or Christian community	A, I
	Willing to play an active role in the life of the Cliff Community		A, I
	Proven awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life		A, I
Other Requirements	A willingness to travel and work irregular hours including evenings, weekends and overnight		A, I

Evidence: A - Application Form; I - Interview; E - Exercise; Q - proof of qualification

TERMS AND CONDITIONS

Terms of appointment	Permanent
Hours of Work:	Annualised hours of 1,820 (equivalent to 35 hours/week)
Remuneration:	OP3: £21,000-£22,000
Health and Safety	The post holder will be subject to Cliff College's Health and Safety policy
Equal Opportunities	The post holder will be subject to Cliff College's Equal, Diversity & Inclusion policy
Physical Conditions	Open plan office accommodation at Cliff College
Disclosure:	Due to the nature of this post, appointment will be subject to a satisfactory disclosure from the Disclosure & Barring Service (DBS)
Work Permit:	Appointment will be subject to documentary evidence of the right to live and work in the UK
Holiday Entitlement:	Your holiday entitlement is dependent on your years of service: Years 1-4: 25 days annual leave + 8 bank holidays = 33 days; Years 5-9: 28 days annual leave + 8 bank holidays = 36 days; Year 10 onwards: 30 days annual leave + 8 bank holidays = 38 days. All Cliff College staff are required to work the second May bank holiday as this is Cliff Festival
Sick Pay:	Entitlement in accordance with Cliff College's terms and conditions of employment
Pension:	There is a defined contribution pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally three months