

Near Neighbours Visual Media Assistant

Background

Transforming Communities Together (TCT) is the Diocese of Lichfield's joint venture with the Church Urban Fund, part of the Together Network of 19 independent charities across England. We were established in 2014 to build capacity and resilience in communities in Staffordshire, northern Shropshire and the Black Country. We run a number of programmes including Places of Welcome, Near Neighbours, a Modern Slavery Campaign, and Just Finance's Covid Cash Recovery. We engage with themes such as hate crime, homelessness, food poverty and asylum-seekers. We have developed Dementia Friendly Churches and are now increasing our involvement with disability and mental health.

Near Neighbours

Black Country Near Neighbours is an integral part to Transforming Communities Together. The programme aims to bring people together in communities which are religiously and ethnically diverse, so that they can get to know each other better, build relationships of trust and collaborate together on initiatives that improve the local community they live in.

Near Neighbours Visual Media Assistant: In these unprecedented times, we have seen an increase in I.T workload and due to some short term funding from MHCLG (Ministry of Housing, Communities and Local Government) we have funding to appoint a motivated and enthusiastic person who has **strong graphic design and video editing skills**. We are particularly looking for highly developed skills in designing professional posters for events and social media graphics and using editing software to produce videos recorded on Zoom (and other social media platforms).

Due to the short-term nature of the funding, the successful candidate must be able to be a self-starter and begin straight away, with minimal training.

Job Title:	Near Neighbours Visual Media Assistant
Accountable to:	James Henderson (Senior Development Worker)
Conditions:	
Hours of work:	7 hours / week – 0.2 FTE - can be flexible, with days to be agreed
Base:	Home
Salary:	£12.50 per hour
Contract:	Short term contract for 3 months
Mileage allowance:	Rate (first 10,000 miles in tax year) 45p per mile
Annual leave:	1.5 days

Principal Duties:

- 1) Support the Black Country Near Neighbours Coordinator with graphic design needs, such as creating posters and social media graphics for events.
- 2) Editing and branding Zoom recordings (including creating create beginning and end slides).
- 3) Uploading videos to the TCT YouTube channel and sharing with Near Neighbours national.

Key Relationships

- Shaz Akhtar, Black Country Near Neighbours Coordinator
- James Henderson, Senior Development Worker (Line Manager)

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Independent and skilled use of Canva Software to create posters, short video clips etc Use Video Pad Editor or iMovie Software, or a software you are familiar with, to create professional looking videos Proven track record of working to deadlines 	<ul style="list-style-type: none"> Previous experience of developing promotional materials in a work role
Abilities	<ul style="list-style-type: none"> Strong ability to use your own initiative Able to work independently and flexibly Able to prioritise and effectively manage workload. 	<ul style="list-style-type: none"> A good understanding of events, celebrations and faiths.
Experience	<ul style="list-style-type: none"> Proven experience of using Canva or a similar graphic design software confidently Proven experience of using video editing software to produce professional looking videos 	<ul style="list-style-type: none"> Working collaboratively with other partner organisations Communicating and networking with people from a wide range of backgrounds Publicising and promoting an idea or activity

For more information, visit: www.tctogether.org.uk

We will ask all applicants to provide examples of videos and graphics that they have previously produced as part of the application.

<p>To apply: send your completed TCT application form by email to: james.henderson@tctogether.org.uk</p>	
<p>Closing date for applications: 12noon on 10th Feb 2021</p>	<p>Interview date: TBC (via Zoom)</p>

This role is being funded by Near Neighbours via MHCLG.

