

December 2018

Dear Applicant

Thank you for your interest in the post of **Film Maker**. Please find enclosed Recruitment Pack, which contains:

- Job Description
- Person Specification
- Application Form (separately attached)
- Guidance Notes for Applicants (separately attached)
- Monitoring Form (separately attached)
- METRO's Equal Opportunities Policy Statement (separately attached)

Please note that CVs will not be considered, but a portfolio showcasing your work is very much welcomed, we will be short-listing from fully filled out application forms supported only.

The completed application form together with the Monitoring Form should be sent to arrive **by no later than midnight on Sunday 6th January 2019**, either:

- By email to [recruitment@metrocharity.org.uk](mailto:recruitment@metrocharity.org.uk). If applying by email, you should include your full name in the message title and your email and attachments must not exceed 5MB in size
- Or by post or by hand to Human Resources Manager, METRO, N206 Vox Studios, 1-45 Durham Street, London SE11 5JH

Interviews will take place on Monday 14<sup>th</sup> January 2019.

For further information regarding this post please contact Mark Delacour on 020 8305 5000 or email [markd@metrocharity.org.uk](mailto:markd@metrocharity.org.uk).

We look forward to hearing from you.

Best wishes



Dr Greg Ussher  
CEO

## **Film Maker**

### Job Description

#### **General Information**

<b>Job title:</b>	Film Maker
<b>Salary:</b>	£26,533
<b>Responsible to:</b>	Head of Communications
<b>Responsible for:</b>	Video content and associated campaigns across a number of projects and core
<b>Job location:</b>	METRO Offices and filming locations across London and occasionally Essex, Kent, Medway and other locations in England
<b>Date:</b>	12 months fixed-term contract starting as early as possible in 2019

#### **Job Summary**

To deliver 12 months of energy, enthusiasm and expertise to kick-start a number of exciting video rich projects and increase the momentum of our core video content creation.

We believe that video has the power to capture attention, communicate complex ideas, share our messaging more effectively, increase the impact of our campaigns and generally enrich our offer to service users, policy makers, supporters, funders and commissioners.

We want to use short films across our digital channels (currently our website, Facebook, Twitter and Instagram), in funding bids, as part of our training offer, for our events and in capturing and sharing our history.

As an experienced videographer, digital content and storytelling expert, you have a keen eye for detail and the ability to produce everything from emotive case studies to practical explainer videos and compelling content for social media. You are also familiar with a range of different interviewing techniques, which you will use to capture the stories and accounts of the people we work with and who have contributed to our history. You are highly skilled in all aspects of camera operating, lighting and sound recording - and able to turn edits around quickly when needed. Excellent communication skills are essential, as is a real enthusiasm and willingness to work as part of a highly creative, fast-paced team.

## **Job Functions/ Responsibilities**

1. To lead on video content creation and associated campaigns across the charity, coordinating with our Digital and Fundraising Officer and with support and supervision from our Head of Communications.
2. To support the new E-PrEP Project Lead to produce a series of 'SexTalks' (discussions, debates, and interviews) films and potential live streaming/editing for Facebook Live, and other channels, as part of our National E-PrEP Project for Latin American communities across England.
3. To support the new Preserving Our Shared Heritage (POSH) Project Lead to produce a series of oral history films from across METRO's footprint, for sharing on our digital channels and as part of a showcase exhibition.
4. To support the creative oversight and subsequent campaign for our Video Interaction on Disclosure (VID) Project, with filming and editing being delivered by an external 360 agency. Taking feedback from our steering group of young people facilitated by a youth worker.
5. To recruit, train and supervise a small team of volunteers, to support video content creation and associated campaigns as required.
6. To work across the charity to identify filming opportunities in our five domains: Sexual & Productive Health, Community, Mental Health & Wellbeing, Youth and HIV.
7. To create film content to support our Communications Campaign Calendar of events, activities and awareness days/weeks/months.
8. To film key events throughout the year, such as our AGM, exhibition launches, prides, conferences, workshops and meetings.
9. To work with our Digital and Fundraising Officer to schedule campaigns on our digital channels.

## **Other duties**

10. Attend team meetings and regular supervision and to undertake appropriate training as agreed.
11. Any other duties as may be reasonably required and negotiated with the line manager and a flexible approach to shifting contract targets.
12. Adhere to METRO policies and procedures at all times.

13. Ensure appropriate recording, handling and processing of information in accordance with the Data Protection Act/GDPR and METRO’s Information Governance policies.

### Person Specification

<b>Qualification, Knowledge &amp; Experience</b>	<b>Skills and Abilities</b>	<b>Essential or Desirable</b>	<b>Application (A), Interview (I), Presentation (P)</b>
Experience in making short films		Essential	A, I, P
Experience in making video content for social media		Essential	A, I, P
Experience in making video content to support awareness campaigns		Desirable	A, I, P
	Technical skills around, story-boarding, directing and filming (including audio and lighting)	Essential	A, I, P
	Technical skills in editing raw footage to produce high quality films and video content (including audio)	Essential	A, I, P
	Excellent communication skills	Essential	A, I, P
	Technical skills in live editing	Desirable	A
Experience in streaming live to Facebook Live		Desirable	A
Experience in capturing oral histories		Desirable	A
Experience in scheduling social media campaigns		Essential	A, I
	Ability to use scheduling platforms such as Buffer	Essential	A, I
Experience of working within an equalities context		Desirable	A, I
Experience in filming and editing panel/group discussions		Desirable	A, I

Experience in filming and editing footage from indoor events		Essential	A, I
Experience in filming and editing footage from outdoor events		Desirable	A
	Ability to manage time effectively and service a number of programmes simultaneously, with minimal supervision	Essential	A, I
	Skilled in using the Microsoft Office suite of tools	Essential	A
	An eye for accuracy, for example in adding subtitles currently	Essential	A, I
Experience in trying different approaches and delivering innovative film and video products		Desirable	A, I, P