

# Job Description Media Assistant

**Renewal**

## Job Role & Purpose

The Media Assistant is a newly created role, directly reporting to the Director of Media & Communications and designed to plug into this growing Department and aid in the production of high quality video content and other digital media.

## Key Duties & Responsibilities

- The Media Assistant will primarily be editing video content, with image content editing also required.
- Video Production and filming
- Responsible for assisting in the developing and creating of content that can be used across a variety of media, including broadcast, digital and/or social media, and print.
- Prepare and develop creative content to maximise audience engagement, while capturing the strategy and objectives of the brand and the needs of the project.
- Support the Renewal vision by celebrating the brand and telling our story through digital media
- Create world-class digital media to attract new people to Renewal
- Protect the brand by ensuring consistency of approach and delivery

This job description outlines the key duties that are expected of you within the role although is not an exhaustive list. It may be amended in line with experience, business requirements and as a result of any future organisational change.

## Other Responsibilities

- Be able to deliver projects from concept to sign off
- Assist with management of Renewal's online presence including, Renewal website, social media and podcasting
- Ensure digital media guidelines are followed
- Assist with preparation, testing and implementation of media playback requirements
- Manage relationships between departments and chosen suppliers
- Potential for team management of volunteer creatives
- To keep up to date with role requirements as well as developments at Renewal and act in keeping with the ethos of the Charity.
- Contribute to the growth and expansion of Renewal.
- To undertake any other duties commensurate with the role, within the bounds of his/her own competence.
- Be part of the Staff team, building into Renewal culture and ethos
- Follow organisational structure, channels of communications and sign-off processes
- Maintain healthy interdepartmental relationships

The post holder is expected to be flexible and accommodating, following consultation, in terms of any changes to the way Renewal operates in the future.

## Notes on role

This is a practical and detail-oriented role and will suit someone who is eager to gain experience in the media and creative fields.

Hours worked may be outside regular working times.

The Media Assistant will convey a professional and positive image and attitude regarding Renewal and demonstrate commitment to continued professional growth and development.

## Knowledge, Skills & Abilities

### Knowledge & Experience

- Experience in videography & photography (capture and editing)
- Knowledge and awareness of the remit of Renewal and it's work within the community

### Skills & Abilities

- Passion and enthusiasm for creating great creative content
- Comprehensive grammar, punctuation and spelling
- Skilled user of Adobe Creative Suite
- Ability to work with Mac computers
- Passionate to see people encounter God through excellent digital media
- Excellent creative and conceptual skills
- Excellent communication and interpersonal skills
- Exceptional eye for detail
- Ability to multitask and prioritise workload
- Ability to work well under pressure and meet deadlines
- Show initiative and ability to work independently as well as in a team

### Qualifications

- A-Level or Degree level qualifications (or equivalent) in art, film, media, design or related subjects

### Personal Qualities

- Compassion and empathy in the undertaking of your duties
- Growth mindset
- Focussed, adaptable and willing to learn new skills
- Resilient

### Job Location

Based at Lode Lane, Solihull

## For all Employees

### Work to Renewal's Mission, Values & Vision

We Are **Family**: We belong and grow together, working in relationship with each other. We are role models of a servant hearted approach. In our individual relationships we love one another, encourage one another, honour one another, build one another up and bear with one another.

We Are **People**: We bring our individual relationships together to form our corporate identity, united as one and with one vision and purpose. As a team we win and learn together.

We Are A **Movement**: We look outwards, continuously moving and seeking to connect the church to the community around us. We are innovative, constantly striving to improve what we do and who we are.

A copy of Renewal's Mission, Values and Vision document will be made available to you as part of your induction to Renewal.

### **Flexibility**

You are expected to be flexible in your approach to fulfilling your role and supportive of your colleagues in the delivery of all services within the community and within the Church.

### **Safeguarding**

All Renewal staff and volunteers are expected to acknowledge the duty of care to safeguard and promote the welfare of children and vulnerable adults and should all be committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice at all times. You have a duty to report any concerns to the Renewal Safeguarding Officer.

Where necessary for your role you may be expected to hold a DBS check (either Basic, enhanced or standard depending on role)

### **Health & Safety**

To comply with the Health and Safety at Work etc. Act 1974.

To take responsibility for your own health and safety and that of other persons who may be affected by your acts or omissions.

To attend and observe Fire Safety Training and instructions.

### **Equality & Diversity**

To carry out at all times your responsibilities in line with the Renewal's Equal Opportunities Policy and Procedure.

### **Confidentiality & Data Protection**

To maintain confidentiality of information relating to the church, its congregation, clients, staff and other users of Renewal in accordance with the General Data Protection Regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/or prosecution.

Renewal Solihull

Lode Lane, Solihull, B91 2JR

E | [vacancies@renewalcc.com](mailto:vacancies@renewalcc.com)

P | 0121 7117300

Renewal Christian Centre, Lode Lane, Solihull, B91 2JR.



Charity Number 1117019. Registered in England & Wales No. 5996380.