

Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

ROLE	Video Editor
STATUS	Full-time (based at the head office in Bolton)
HOURS	37.5 hours/week
RESPONSIBLE TO	Media Manager
SALARY	£21,000 to £24,000 (depending on experience)

THE ROLE

Ummah Welfare Trust is looking for a creative and organised individual, sympathetic to the charity's aims, to help organise, manage and edit the charity's video output. The ideal candidate would also have some experience in graphics design for print and social media.

As part of the media team, the candidate will play a vital role in fundraising, educating and raising awareness about the charity's relief work and appeals.

MAIN DUTIES

- Responsible for organising and assembling recorded raw material into a finished product that is suitable for events, online marketing and broadcasting.
- To produce video material showcasing Ummah Welfare Trust's relief and development work, interviews and case studies.
- To work as part of a team alongside a graphics designer, writer and regional PR/Fundraising representatives.
- Liaise with regional fundraisers in providing and facilitating video material for events and campaigns.
- On occasion support a full-time graphics designer by designing posters and leaflets.
- Undertake other ad-hoc duties, including answering phone calls and leafleting.

PERSON SPECIFICATION

- Proven experience using Adobe Creative Suite, particularly Premier Pro and After Effects.
- Ability to produce very quick turnaround videos for the social channels.
- Understanding of typography and design layout.
- Can showcase a portfolio of work.
- Have sound Islamic knowledge, ethics and understanding.
- Able to work well in a team and show attention to detail.
- Work under time pressure particularly during busy periods such as Ramadhan.
- Working knowledge of Adobe Illustrator and Photoshop desirable.
- Cameraman/filming experience is desirable.
- Knowledge of Urdu or Arabic is desirable.

This post is subject to a Disclosure and Barring Service (DBS) check.

To apply for this role, email your CV and Covering Letter to vacancies@uwt.org. The closing date for applications is **31st January 2020**. For more information or discussion about the role contact: 01204 661048.