

Job Description

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



Reg. Charity No. 1000851

ROLE	Video Editor Producer
STATUS	Full-time (based at the head office in Bolton)
HOURS	37.5 hours/week
RESPONSIBLE TO	Media Manager
SALARY	£22,000 to £25,000 (depending on experience)

THE ORGANISATION

Ummah Welfare Trust (UWT) is a UK-based international relief and development charity established in 2001. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world.

The rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

UWT works under the guidance of scholars who ensure that the charity's role as a trustee is always fulfilled. Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability. The charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

THE ROLE

UWT is looking for a creative and organised individual, sympathetic to the charity's aims, to help organise, oversee and edit the charity's video output.

As part of the media team, the candidate will play a vital role in helping to raise awareness about the charity's relief work and appeals, and promoting UWT's fundraising and education campaigns. The ideal candidate will also have some experience in graphics design for print and social media.

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 UWT'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 the graphics designer by designing posters and leaflets.
- Undertake other ad-hoc duties, including answering phone calls and leafleting.
- Any other duties that are commensurate to the role.

PERSON SPECIFICATION

<i>CATEGORY</i>	<i>CRITERIA</i>	<i>REQUIREMENT</i>
Qualifications	Educated to degree level or equivalent	Desirable
Experience	Proven experience using Adobe Creative Suite, particularly Premier Pro and After Effects.	Essential
	Work under time pressure particularly during busy periods such as Ramadhan.	Essential
	Can showcase a portfolio of work.	Essential
	Experience in storyboarding and presenting ideas creatively	Desirable
	Cameraman/filming experience.	Desirable
Skills /Abilities	Ability to produce videos for the social channels within very tight deadlines.	Essential
	Able to work well in a team at pace whilst maintaining attention to detail.	Essential
	Excellent all-round written and verbal communication skills	Essential
	Strong interpersonal and skills	Essential
	In-depth knowledge and understanding of major social media platforms and how best to maximise them	Essential
	Sound knowledge of A/V production processes	Desirable
	Graphic design experience	Desirable
Knowledge and understanding	Understanding of typography and design layout.	Essential
	Working knowledge of Adobe Illustrator and Photoshop	Desirable
	Knowledge of Urdu or Arabic.	Desirable
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential
	Hold a valid UK driving license and have full access to your own car.	Desirable

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

The closing date for applications is **31st August 2022**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role please contact: 01204 661048