

JOB DESCRIPTION

Post: Filming and Video Editing Intern

Start date: January 2019

Term of Contract: 12 months

Hours: 35 hrs over 5 days per week

Salary: Living wage

Office Base (place of work): Dementia Adventure, Unit 11, Old Park Farm, Main Road, Ford End, Essex, CM3 1LN – the role will be largely office based with flexibility for some home working if necessary. There is a possibility of filming at various locations around the UK from time to time.

Employer: Dementia Adventure

Responsible to: Head of Marketing, PR and Comms

Benefits Package: All full time employees are entitled to a minimum of 25 working days holiday in one year, the equivalent is calculated for part time employees on a **pro-rata basis**. Your actual entitlement to annual leave will be calculated on a personal basis taking into account your usual working days and bank holidays etc.

Flexible working and Pension: As well as benefiting from flexible working and comprehensive training and review, the post holder will also be able to benefit from the Dementia Adventure contributory work based pension scheme (details of which will be shared separately).

Notice Period: One calendar month on either side, after a satisfactory 3 month probationary period. During probation, notice will be one week either side.

Disabled access: The office is fully wheelchair accessible. There is a disabled access toilet in the office.

Main purpose of job:

To create and maintain engaging video and digital content for the marketing department that will illustrate the support we provide and the impact of our work in order for people to get involved with our organisation or find out more about us. You will have the opportunity to undertake filming at various events and location and edit this content to show the work of the charity.

You will be involved from concept, brief, specification, design and testing. You will work closely with the marketing team, other departments in the charity and outsourced contractors. You will manage content such as video, photos, graphics using standard filing and database management.

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You may also be involved with other marketing duties such as:

- Creating content for our website
- Helping to manage the charity database of signposting listings and organisations that require information from us
- Distribute information packs, monitoring and managing literature stocks

Main Duties and Responsibilities:

1. Create subtitles to all our existing videos - to allow for use on Social media and make them more accessible
2. Film the charities work - through our end-users, staff and volunteers
3. Create a series of shorts that can be used on social media, our website and other channels
4. Edit video content to create finished films
5. Manage video, graphic and photo assets to create a manageable database of content for future use
6. Capture events, interviews and other activities that create assets that we can use for short and long-term video content
7. Work and collaborate with other design professionals, charities and organisations
8. Manage a database of websites, directories, contact names/numbers
9. Contact other organisations for information through email and phone
10. Research and maintain a directory of dementia signposting services
11. Complete other marketing tasks as required

Please note that all travel and accommodation costs will be covered.

PERSON SPECIFICATION

The post holder should be able to demonstrate that he or she has **skills** and **experience** in each of the following areas:

Personal Attributes

- Creative thinker
- Good communicator/interpersonal skills
- Proactive approach to work with the ability to work independently

Experience

- Experience in using video editing software such as Adobe Premiere (our in-house software)
- Experience of outlines, treatments and storyboard creation
- Experience with the DSLR Canon EOS 700D (our in-house camera) and mobile phone filming (useful but not essential)

Skills and Abilities

- Educated to GCSE A level or equivalent
- Training in filming and video editing
- Excellent written and verbal communication skills
- Excellent computer literacy skills including Microsoft Office Suite, Dropbox and Google Drive
- Strong organisational skills, with the ability to manage your own workload and cope with competing priorities
- Able to form positive relationships with volunteers, people living with dementia and other internal/external stakeholders
- To be aware of and sensitive to the needs and issues faced by people living with dementia and their carers
- Works well as part of a team
- Good influencing and persuasive skills
- Able to maintain and develop a team working approach
- Demonstrable commitment to the principles of equal opportunities and diversity

To apply, please send a CV with a covering letter stating how you meet the requirements of the person specification to matt@dementiaadventure.co.uk.

FURTHER INFORMATION

This position is available subject to a successful funding application to the Rank Foundation. We will be applying for funding for the post in September and will be advised by the Rank Foundation if we have been successful on 8th October. We were successful in our application last year. Applicants will then attend:

- First stage interview at Dementia Adventure offices in October (date tbc)
- Second stage interview with Rank Foundation and Dementia Adventure either in London or at our offices – between 15th to 26th November 2018

You will be notified of the final outcome no later than Monday 3rd December

The post holder will be required to attend the following mandatory residential conferences (exact dates to be confirmed):

- Launch conference for both the Manager and Intern – 14th/15th, 15th/16th or 16th/17th January 2019
- Review event – on 20th/21st, 21st/22nd or 22nd/23rd May 2019
- Conference and showcase event – early October 2019 (tbc)