

## **DIGITAL MEDIA ASSISTANT**

<b>Hours</b>	Part-time, 0.2 FTE (7.5 hours per week)
<b>Start date</b>	To be agreed, preferably commencing May 2021
<b>Salary</b>	£20,000–£22,000 p.a. pro rata, to be determined on the basis of previous experience
<b>Job status</b>	A one-year appointment in the first instance, with the possibility of renewal after 12 months
<b>Holidays</b>	Holiday entitlement is 28 days paid annual leave, pro rata (5.6 days per year)
<b>Role</b>	Video editing and other digital media tasks, as appropriate

Melton Vineyard is a thriving family church based in the medium-sized market town of Melton Mowbray. We have around 150 adults and 50 children in the congregation and are very active in our local community.

Since March 2020 we have been creating weekly online content for YouTube and Facebook and are looking to appoint a part-time digital media assistant who can help us take this to the next level. The successful candidate will also be asked to work on other related areas such as graphics, comms, photography, digital publishing, etc. and would not need to be physically based in Melton Mowbray, though proximity to the area would obviously be an advantage.

### *General responsibilities:*

- Preparation and editing of weekly online services and other video assets
- Regular communication with preaching and worship teams
- Regular meetings with Senior Pastors
- Preparation of other digital materials, as appropriate

### *Requirements:*

#### Essential

- Proven experience of using professional video editing software (e.g. Adobe Premiere, Final Cut Pro, Da Vinci Resolve or similar)
- Able to self-motivate and take creative decisions
- Able to work remotely
- Able to attend meetings as required (both online and in person, where appropriate)
- Able and willing to support the Christian values and ethos of Melton Vineyard

Desirable

- Some experience of using other Creative Cloud apps (or equivalent), e.g. Photoshop, Illustrator, InDesign, etc.
- Experience in photography
- Experience of working on Comms for another church
- Availability on occasional Sundays to take photos in Sunday services

Application by CV and portfolio to Neal Swettenham:

[neal@meltonvineyard.org.uk](mailto:neal@meltonvineyard.org.uk)

Closing date for applications: Wednesday 31 March.

*As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses data and to meeting its data protection obligations. Our Privacy Policy can be found on our website under Policies.*