

Job description

Job title

Production Assistant

Hours

37.5 per week (Hybrid)

Contract

Permanent

Role profile and grade

OS20 Grade 2 Point 4 with biennial increments

Salary

Starting salary £30,912

Location

Hybrid working (a mixture of home, office in Cheadle, Stockport, as well as occasionally travelling to our other locations across Greater Manchester for events). At least one day a week in the office with the expectations that some weeks may be busier and may require more frequent service visits.

Reports to

Production Manager

Type of DBS required

Standard (We will apply for this on your behalf.)

Job purpose

We're on the lookout for a technically talented Production assistant to join our team - someone who is a whiz with Premier Pro and Adobe Creative Cloud. With over 47 different services, the role is to capture the real stories of the people we support, as well as our amazing staff and volunteers. To work directly within our in-house Communications team to source, take and edit engaging content.

You will work closely with the Production manager and be responsible for gathering, editing content, photographing events, filming exciting updates, and supporting our internal departments with their content needs.

Key responsibilities

Production Support:

- Responsibility for gathering content from our wonderful staff and the people we support to amplify the stories of the great work that they do.
- Assist in the gathering and execution of video/audio recordings, including setting up equipment, managing scripts, and ensuring smooth workflow.
- Support the editing and post-production process, including organizing footage, creating graphics, and ensuring content meets quality standards.
- Manage and maintain production equipment, ensuring it is in good working order and readily available.
- Talking to people and capturing their stories: interviewing them, filming and editing
- Preparing content for social media: editing images, adding graphic elements
- Simple motion graphics and animations
- Assist in social media management, including posting, engagement, and performance tracking.
- Going to events to capture content: like our fun days Join Together Festival or Halloween Together, the Achievement Awards, book launches or art exhibitions, events in our schools and colleges, and more.

Administrative Support:

- Manage files, documents, and records, ensuring accuracy and organization.

Other responsibilities

- Contribute to the team's overall goals and objectives, demonstrating initiative and a willingness to learn.

- Attend meetings and training sessions as required.

	Essential	Desirable
Educations, qualifications and training	<p>GCSEs (5 A-Cs or equivalent including Maths and English)</p> <p>Proficient in using Adobe Creative Cloud apps (specifically Premier Pro).</p>	<p>Relevant qualification or a desire to work towards a relevant qualification in production.</p>
Experience and knowledge	<p>Experience and excellent knowledge of Adobe Premier Pro video editing as well as Adobe Creative Cloud products</p> <p>Experience of creating and editing video/audio production; creating simple animations; using a camera and how to take video content on your phone.</p> <p>Sound editorial judgement, demonstrated through editorial experience creating, editing, scheduling and publishing content for a range of digital channels.</p> <p>Demonstrate ability to multi-task and adhere to deadlines.</p> <p>Good organisational skills and the ability to prioritise workload.</p> <p>Excellent knowledge of Adobe Professional suite, Canva, Capcut or other similar</p>	<p>Experience using other video editing apps (Capcut, Canva, Edits, etc.)</p> <p>Experience of working with a charity and/or disabled adults/ young people.</p> <p>Experience of being part of a communications team.</p>
Skills	<p>Excellent communication skills – verbal and written.</p> <p>Strong interpersonal skills with the ability to negotiate and influence successfully.</p> <p>Strong organisational and planning skills with an eye for detail and accuracy.</p> <p>Understanding of GDPR principles</p>	

Qualities	<p>Collaborator – ability to work with multiple teams</p> <p>Innovator – help bring in new ideas to the Trust and never afraid to test and change approach if needed.</p> <p>Inclusive – committed to meeting the needs of the people we support so they are empowered to make decisions to support the direction of our strategy.</p> <p>Integrity – guided by strong ethical and moral principles, maintaining credibility and transparency in the way you work.</p>	
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Person specification

You will need to demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.