Job title Video Content Creator

Salary Grade 5

Contract duration 12 months

Location This post can be based in Edinburgh, Glasgow or Inverness. SCVO staff can work a blend of office and home on agreement with their team and line manager, and within the parameters of our Blended Working policy.

1 Introduction and background

SCVO believes the voluntary sector is vital to Scotland’s economy and society. We support the sector to achieve its ambitions through delivering services, giving the sector a voice at a national level and promoting and supporting innovation and improvement. Our purpose, therefore, is to support, promote and develop a confident, sustainable voluntary sector in Scotland.

Our values are the foundation of how we act individually and collectively as SCVO staff members. We are:

* Accountable and committed
* Responsive
* Supportive
* Progressive
* Bold

Equality, diversity, and inclusion at SCVO

SCVO is committed to building a workforce of people with a wide range of backgrounds, perspectives and experiences.  That means a workforce that includes people of different age groups, socio-economic backgrounds, faith and beliefs. People who are trans, disabled, from minority ethnic backgrounds. People who identify as lesbian, gay or bisexual or another sexual orientation. We welcome applications from individuals from all communities particularly from people with disabilities and people from ethnic minority backgrounds, currently under-represented within SCVO.

SCVO offers blended and flexible working from day one of employment, including part-time working or job sharing as well as other flexible working options. If you would like a copy of SCVO’s equality, diversity and inclusion policy, please contact hr@scvo.org.uk.

2 Job purpose

This person will create compelling video content telling SCVO’s story and the story of the voluntary sector.

SCVO’s talented and experienced teams deliver high quality services including HR, IT, Payroll, and a host of other support for running a charity or voluntary organisation. We know anecdotally and from market research that SCVO members and customers value SCVO staff highly – they are seen as friendly and helpful experts. We want to increase our use of video to showcase our people more and demonstrate the impact of our services.

It is also critical for SCVO to showcase the essential work of organisations from across the voluntary sector and demonstrate their impact too – from village halls and youth clubs to health and social care organisations and campaigning groups. As part of this, SCVO is working with a group of other voluntary organisation to create a campaign to demonstrate the value and impact of the sector, featuring video content. We also run the Scottish Charity Awards and The Gathering, which both present lots of opportunities to capture high impact sector stories on film.

All of this requires video production skills and capacity.

This is a fixed-term post that sits within the marketing and communications team.

3 Values, skills, experience, and knowledge

The post holder will be expected to demonstrate the following range of skills and experience on a regular basis:

**Essential**

* 1 to 2 years’ recent experience in a similar role, creating on-message, on-brand and accessible video content
* Strong content creation experience with a focus on video production and photography
* Skilled in the use of video production equipment, and video and photo editing software
* Experience of using social media platforms and content management systems
* Ability to put people at ease and enable them to tell their stories in the most compelling way possible
* Experience of supporting others to create their own video content
* Excellent personal planning and project management skills, with an ability to multi-task and adapt quickly to changing circumstances
* A confident and collaborative approach
* Strong values, aligned with SCVO’s

**Desirable**

* Animation skills
* Experience of working in or an understanding of the Scottish voluntary sector

4 Key accountabilities

* Work with the wider Communications and Marketing team to market SCVO services and raise awareness of the impact of the voluntary sector
* Come up with creative video content ideas to support marcomms, campaign and event plans (including the Scottish Charity Awards and The Gathering)
* Create video storyboards
* Direct and carry out filming online, at SCVO offices and on location. Take supporting photography. Primarily using laptop and mobile phone
* Support people who are being filmed so they feel at ease and able to tell their stories in the most compelling way possible
* Edit existing and new film footage to create video content for a range of purposes and platforms
* Contribute to digital and social media strategy with a focus on maximising the use of video content
* Support SCVO colleagues and voluntary sector stakeholders to create their own video content using mobile phones
* Gather and record all appropriate consent for video content

5 Other duties

Any other general duties as may be required by the line manager.

6 Location and accountability

SCVO has a Blended Working policy.  All staff have an assigned office base and can work a blend of office and home on agreement with their team and line manager, and within our Blended Working parameters.  See our Blended Working Policy for more information.

We have office bases in Edinburgh, Glasgow and Inverness.

The post holder reports to Ann Rowe, Head of Communications and Membership.

8 How to apply

Please e-mail your application to [recruitment@scvo.scot](mailto:recruitment@scvo.scot) by 12 noon on the closing date.

Closing date: Friday 31st March 2023

Interviews: Tuesday 18th April 2023

9 SCVO salary scale

SCVO’s salary scale has six increments. Appointments are made on the 1st increment. Staff move up an increment on an annual basis (unless you are involved in formal disciplinary or performance management proceedings).

10 Major terms and conditions

A full package of Terms and Conditions is available. Key features include:

Salary: SCVO Grade 5 (£35,343 - £39,270) pro rata

(appointments are made on the 1st increment)

Annual leave: 28 days plus 6 public holidays (prorata)

Pension: SCVO offers a Defined Contribution Pension Scheme   
to its staff. Employee contributions are 6% or 3%, SCVO contributes 9% or 4.5%. A salary exchange option is available.

Probationary period: 6 months

Hours: 28 hours per week

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