**Job and person specification**

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| **Job title:** | **Videographer** |
| **Reference:** | *MBS-022-25* |
| **Office of:** | *Welsh Conservative Group* |
| **Pay band:** | **2** |
| **Salary range:****(pro-rata)** | **£27,722 - £40,321**All new staff are expected to enter on the scale minimum of the appropriate pay band, however staff may be able to start above the scale minimum of the band in some circumstances. Individual staff will, subject to satisfactory performance, move up the incremental scale one point at a time on the anniversary of their commencement of employment until they reach the scale maximum for their band. |
| **Working hours:** | **37 hours per week (part-time hours will be considered)** |
| **Appointment type\*:** | **Fixed Term for 12 months (extension possible)** |
| **Location:** | Welsh Parliament, Cardiff Bay |

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| **Additional information:** |
| \*Appointment type: Should the Member resign or following an election, not be returned, this position will be made redundant. For positions within the Party Group should there be a change in the Party Leader, or in the number of Group Members, this position may be made redundant. |
| Please note that this position may be subject to evaluation. The role, its responsibilities, and associated pay may be reviewed and adjusted to ensure alignment with the Member's goals and objectives. Candidates should be prepared for potential changes based on business needs of the Member. |
| I am an equal opportunities employer and welcome applications from all suitable persons including people from the following protected characteristics (race, sex, disability, religion/belief, sexual orientation, gender identity, marriage / civil partnership, pregnancy / maternity or age). |
| Please note that appointment will be subject to references and a security check. |

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| **Purpose of the job** |
| To create video content highlighting the work of Welsh Conservative Members of the Senedd. |

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| **Main duties** |
| 1. Design and produce video content, video clipping and animation material to promote the work of the Welsh Conservative Senedd Group and the work of individual MSs.2. Plan and develop the strategy and organisation of video content for the Group’s output channels.3. Liaise with the Member of the Senedd / Group Staff to identify any aspects of their work which may be of interest in relation to video content.4. Identify forthcoming events which may provide potential media and video opportunities.5. Designing and developing the corporate branding and image of the Welsh Conservative Senedd Group.6. Work proactively anticipating Members and Group videography and social media requirements. 7. Look for all opportunities to promote the aim of the Group and MSs to enhance their public image.8. Provide other such duties as requested by the Welsh Conservative Senedd Group and Welsh Conservative Senedd Members. |

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| **Person specification** |
| Please refer to the essential criteria below when completing the ‘Information in support of your application’ section of the application form.**Essential knowledge and experience** * Experience of working effectively in video creation and video content.
* Knowledge and understanding of video creation and video content techniques.
* Understanding of the need to reflect the views of the Group and MSs in a manner which reflects equal opportunity and is not inflammatory, insensitive, libelous, slanderous or defamatory.
* Understanding of, and commitment to, combating discrimination and promoting the equality of opportunities and the Nolan Principles of Public Life.

**Essential qualifications** * Degree or equivalent in a relevant subject or;
* Formal Qualification eg NVQ level 3 or 4 or equivalent in media or communications.

**Essential skills and behaviours** * Understanding of the media law.
* Effective interpersonal skills and the ability to build relationships across professional boundaries.
* Ability to generate and create ideas for video creation which reflect the work of the Group and MSs.
* Ability to understand and effectively communicate the work and policies of the Group and MSs.
* Effective organisation, planning and presentational skills.
* Ability to work on own initiative to tight deadlines, with the ability to work flexibly and juggle a range of tasks.
* Effective IT Skills, including premier pro.
* Ability to demonstrate sensitivity and ensure that the highest standards of confidentiality are upheld.

**Desirable criteria** * An understanding of current affairs and issues of relevance to Wales and the local area, an interest in the Welsh political system.
* The ability to work in both Welsh and English.
* Sympathetic to the aims and values of the Party.
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