



Job Description

Job Title:	Video Journalist
Accountable To:	Digital Content Editor
Team:	Communications
Location:	Head Office

Our Vision

All BASC employees are expected to contribute to our vision:

To ensure a guaranteed future for sustainable shooting sports in all their diversity as a widely enjoyed and important part of the environment, economy and culture.

Job Purpose

Shooting has an amazing story to tell. BASC is at the forefront of delivering that message to the shooting community and the wider public.

You will be a driven, motivated video journalist with the news sense and skills to source and produce engaging, thought-provoking content for our social media channels and website.

You must be aware of the current issues facing shooting and have clear ideas of how you would use video to promote its clear environmental and economic benefits.

You will create video material and be responsible for all related BASC video equipment, studios and technical function, including filming and editing.

Work with BASC staff - and sometimes external organisations - to identify and organise filming events and then compile scripts, in conjunction with the communications team.

Develop and maintain a library of video material for use on BASC's website, social media accounts and for any other BASC-related purposes.

Principal Accountabilities

1. Film and edit video material to consistently high broadcast standards, ensuring such material is checked for accuracy by the relevant specialist.
2. Work with the Digital Content Editor and other specialists (across the organisation, countries and regions) to identify and pursue filming opportunities.
3. Research potential films for production within and external to BASC.
4. Write scripts where necessary, work with the communications team to write scripts, and ensure scripts are checked and agreed by the relevant experts.
5. Maintenance and day-to-day care of media equipment, studios and of a video library / archive.
6. Assist with the media training programme in a technical capacity.
7. Assist with the maintenance of the media section of the BASC website.

8. Provide technical back up to communications team facilities at some game fairs and other BASC-related events.
9. Work with the Digital Content Editor to identify, film and produce video footage for social media. Manage YouTube and Vimeo accounts and any other accounts that BASC uses.
10. Ensure video output is in line with BASC's over-arching communications and business strategies.
11. Specify / research relevant equipment purchases and ensure inventory of equipment is maintained. Ensure relevant insurance is in place.

Dimensions and Limits of Authority

- The post holder will be based at Head Office. The position will involve regular travel throughout the UK.
- The core hours of business are 35¾ hours, Monday to Friday. However, the post holder may be expected to work in the evening and at weekends, to fulfil their duties. Any significant hours worked over and above the 35¾ hours per week will be allowed off as time in lieu subject to the normal approval process.
- Salary will be within the current range applicable for the role, dependent upon experience, and will attract other benefits including pension.
- The post holder will be provided with a company vehicle.
- The post holder is not required to work with small groups of children and therefore an enhanced DBS disclosure is not required.

General requirements

- Work diligently within the best of your ability to ensure you meet the requirements of your job description
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that all relevant policies, procedures and working practices are adhered to at all times
- Work in accordance with the Association's culture, values, aims and objectives
- Act as a positive ambassador for the Association at all times when dealing with members or representing the Association in other ways
- Positively contribute to the Association's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required

NB: This job description forms part of the contract of employment of the post holder. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, BASC may affect any necessary change in job content, or may require the post holder to undertake other duties, in consultation with the employee, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

Job Holder:

Name (Please print): _____

Signed: _____ Date: _____

Line Manager – I agree this job description is an accurate reflection of the duties and responsibilities of the role:

Name (Please print): _____

Signed: _____ Date: _____

Person Specification

Job Title: Video Journalist		
Criteria	Essential or Desirable	Method of Identification
Qualifications		
Degree or equivalent level journalism qualification	Essential	Application
Willingness to undertake further training to ensure skills remain contemporary	Essential	Application
Proven Experience		
Experience in a video production role	Essential	Application
Knowledge of contemporary video techniques and technologies	Essential	Application
In depth knowledge of video equipment and technology	Essential	Application/practical assessment
Experience of technical production, filming and editing footage and maintaining libraries	Essential	Application/practical assessment
Experience of talking to customers/members and understanding their video requirements	Essential	Application/interview
Experience of shooting sports	Desirable	Application/interview
Knowledge, Skills and Abilities		
Demonstrable creative flair	Essential	Interview/practical assessment
Keen eye for detail	Essential	Interview
Professional and friendly approach	Essential	Interview
Able to work on own initiative to identify new video opportunities	Essential	Interview
Collaborates well with others in relation to video requirements	Essential	Interview
Knowledge of the role of video in social media and corporate communications	Essential	Interview

Time management, able to prioritise and meet deadlines	Essential	Interview
Excellent verbal and written communication skills	Essential	Interview
Problem solving skills	Essential	Interview
Computer literate – use of Mac based editing software (Final Cut Pro)	Essential	Interview
Understanding and support of the aims and objectives of the BASC and member requirements	Essential	Interview
Knowledge of video formats and encoding	Essential	Interview
Other Attributes		
Excellent team player	Essential	Interview
Able to work flexibly	Essential	Interview
Enthusiastic and approachable	Essential	Interview
Able to work positively within the spirit of BASC's vision and core values	Essential	Interview