



ASSEMBLIES OF GOD  
GREAT BRITAIN

## JOB DESCRIPTION

### Visual Creator

#### Purpose

This role holder will work within the Creative Team in the production and editing of all videography, and photography for AoG's Communications Department. The key purpose for this role is to identify, create, manage and deliver visual content, using a range of techniques, across several channels (websites, social media, webinars) and to develop and deliver content to market the AoG Bible College, Missio Dei.

#### Key Tasks and Responsibilities

- Develop new, creative and engaging content across all AoG channels and platforms.
- Manage day-to-day tasks effectively and efficiently, as part of the creative team.
- Communicate regularly with other team members and work collaboratively on all projects, actively contributing towards building a collaborative, creative atmosphere.
- Manage assigned projects from beginning to end, ensuring all agreed deadlines are met.
- Working alongside the wider staff team to ensure produced media is appropriate, timely, and in line with the vision of AoG.
- Responsible for recording (video/photography) of events across the UK.
- Responsible for creating content for National AoG events: development of video, photography and production.
- Any other duties as assigned by the Content Creator.

*Please note: this role, though based in Manchester, will involve some UK wide travel.*

#### Financial or Other Authorities

No financial or other authority.

#### Reporting Line

Report to the Content Creator



ASSEMBLIES OF GOD  
GREAT BRITAIN

## PERSON SPECIFICATION

### Visual Creator

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>GCSE English language, Mathematics and IT at Grade C or above or equivalent</li> </ul>	
Skills, Abilities, Knowledge	<ul style="list-style-type: none"> <li>Excellent organisational, planning and time management skills</li> <li>Strong listening, written and verbal communication skills</li> <li>Ability to tell a story through the medium of video</li> <li>Proficient in Adobe Premiere Pro, or similar software</li> </ul>	<ul style="list-style-type: none"> <li>Experience within the design field</li> </ul>
Experience relevant to the role	<ul style="list-style-type: none"> <li>Experience in creating strong, engaging content</li> <li>Demonstrated excellence in writing, proofreading, and editing</li> <li><b>At least 2 years' experience in photography*</b></li> <li><b>At least 2 years' experience in videography*</b></li> </ul> <p><i>* We will also take into account your previous work and portfolio if you do not have the full two years of experience</i></p>	
Personal Qualities	<ul style="list-style-type: none"> <li>Capacity to work independently as well as collaboratively</li> <li>Ability to work efficiently without compromising quality or accuracy</li> <li>Proactive: able to follow requirements as well as using own initiative</li> <li>Ability to manage own time and workload well, so deadlines are met and all stakeholders are clear on progress</li> <li>Open and responsive to feedback</li> <li>Demonstrate a professional approach to learning, listening to a</li> </ul>	



ASSEMBLIES OF GOD  
GREAT BRITAIN

	brief, and delivering your very best work	
Misc	<ul style="list-style-type: none"> <li>• Ability to be flexible in working hours: hours may include weekends and evenings from time to time (conferences and events)</li> <li>• Ability to travel UK-wide to AoG events</li> </ul>	
Commitment to Vision, Values and Beliefs of AoG	<p>The responsibility this role carries is not only to communicate on behalf of a Christian organisation but also understand key concepts and create content from them. In addition to this, this role holder will have regular interaction with Christian leaders and ministers on behalf of AoG. Due to the nature of the role, we therefore believe that this post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of Schedule 9 to the Equality Act 2010.</p>	

### Summary of the Main Terms and Conditions for the Role

Job title	Visual Creator
Duration of role	Permanent
Probationary Period	Six months
Ideal start date	Immediate
Location	AOG GB office, Deva Office Park, Manchester M3 7BE
Hours & days of work (per week)	3 days p/w (21 hrs) - specific days to be agreed
Salary (per annum)	£13,158.60 (prorated salary)
Annual leave entitlement	Holiday year: 1st July - 30th June 33 days per year (inclusive of Bank Holidays) for full-time employees, this is pro-rated for part-time employees
Pension	AoG Inc. operates a contributory Workplace Pension Scheme into which employees are auto-enrolled (subject to the



ASSEMBLIES OF GOD  
GREAT BRITAIN

	conditions and eligibility of the scheme).
Required checks (e.g. DBS, References, Right to Work)	2 references Right to work in the UK

### How to Apply

Please send a completed AoG application form to:

[hr@aoggb.com](mailto:hr@aoggb.com)

Closing date for applications: 21/09/21

Anticipated interview date(s): 27/09/21