

**JOB DESCRIPTION**

**CONTENT PRODUCER**

**Job details**

**Location:** Andover, Army HQ with flexible working and occasional travel

**Reporting to:** Head of Communications and Marketing

**Hours:** 30-35 hrs per week

**Salary:** £20-23,000 per annum

**Job purpose**

You will work as part of a small, dynamic communications team, which speaks to Army families, and to the charities’ key stakeholders across Defence and the defence charities sector. You’ll take the lead for producing content for AFF communication channels and publications. You’ll create videos, interview our audience, write articles, and take photos. You’ll also support the AFF comms team with developing the content for our quarterly magazine, Army&You.

**Job responsibilities**

* Working with the communications team to plan content for all AFF print and social media platforms
* Producing AFF content, including:

- Filming and editing video using camera equipment or smartphone

- Writing pieces for AFF print publications, website, and social media

- Taking or sourcing photographs

* Sourcing stories and conducting interviews with Army families and key stakeholders
* Developing creative concepts in partnership with the communications team
* Providing support to the wider communications team as required, including supporting AFF website content

**General**

* Completing personal administration on a weekly basis, to enable submission of monthly returns to a deadline; this will include an activity report, timesheet and expenses claim form
* Use of any other AFF applications as required
* Attending and participating in AFF meetings and training events
* Any other duties appropriate to the post, as required by the needs of the organisation from time to time

**Knowledge, skills and experience needed for the job**

* All applicants must be eligible to work in the UK.
* All applicants must be willing for their personal image and work contact details to be used on the AFF website.

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| **ESSENTIAL** |
| Experience in producing multi-platform content  |
| Clarity of expression, both written and verbal |
| Ability to produce and edit social media content such as video/graphics using Adobe Creative Cloud and other editing software |
| Proven ability to take and edit photographs  |
| Ability to work effectively and collaboratively as part of a team  |
| Understanding of and interest in Army life and its impact on families |
| Storytelling ability and excellent writing skills |
| Self-motivated, with the ability to work on own initiative  |
| Full UK driving licence and access to transport (with appropriate insurance) |
| **DESIRABLE** |
| Understanding of data protection and confidentiality principles with regards to images and personal information |
| Experience of interviewing people, potentially about sensitive subjects  |
| Experience of working from home  |
| NCTJ/Content production qualification |

**Self-development, team-working and conduct**

All staff members should:

* Undertake appropriate personal development and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager (subject to the availability of resources).
* Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
* Work as a positive team member, in accordance with AFF’s Equal Opportunities and Dignity at Work policy and procedures.
* Behave in a professional manner at all times, reflecting and maintaining AFF’s Core Values, and generating a positive image of AFF to all stakeholders.
* Adhere to all AFF policies and procedures to ensure these are maintained at all times.

**What we do for you**

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|  **When do I work?**  | Generally during normal working hours, Monday-Friday.  However, you will be required to work reasonable additional hours in order to fulfil the requirements of your role, including travel and overnight stays.    |
| **Does AFF pay overtime?**  | We don’t pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.   |
|  **How much holiday do I get?**  | Work life balance is important, and we give all staff 30 days’ holiday a year (pro-rata if you work part time or on a fixed-term contract), plus 8 recognised public and bank holidays. PLUS, staff can take the day off on their birthday as an additional day’s paid leave.  |
|  **How will AFF review my salary?**  | A pay committee, made up of Trustees and the Chief Executive (with contributions from senior managers), reviews pay annually.   |
|  **Will AFF help me save for the future?**  | AFF has a workplace pension scheme with NEST, and contributions are based on statutory auto-enrolment rates.   |
| **How will AFF help with my development?**  | Your induction will include time with your line manager.  We offer internal training (1-2 times per year), and you will receive an annual Performance Review with your line manager.  |
| **Employee Assistance Programme (EAP)**  | The EAP provides confidential and independent advice and support on many of life’s challenges including mental, physical and emotional health issues and financial difficulties.  |

 **Job context and other relevant information**

* References will be taken up on appointment. The successful applicant must be prepared to travel within the UK to events as required and to attend staff training events, usually held in the South East of England, some of which may require overnight stays.
* There will be a 6-month probationary period and you will be required to sign an agreement that you will abide by the AFF Data Protection & Confidentiality Policy as part of your contractual obligations.
* We rely on home-based staff to supply electricity and use of broadband for purposes of working effectively from home.  You may be able to claim working from home tax relief from HMRC in support of these small costs incurred.  Full details are available on the gov.uk website.
* AFF supplies a laptop and mobile phone with this position. All equipment provided is for work purposes only and must be used in line with the IT acceptable use policy. All home-based staff are expected to provide a suitable home working environment in which to use this equipment effectively and assessment of suitability may need to be carried out before an appointment is made.
* Expenses incurred in the course of fulfilling the duties of the post will be paid according to AFF’s Expenses Policy in force at the time.
* Staff who are expected to drive on AFF business (see essential criteria above) should have access to a suitable vehicle, insured for business use, during working hours, and to adhere to the AFF Driving at Work Policy.

Army Families Federation is a charitable incorporated organisation registered in England and Wales with registered charity number 1176393 and a charity registered in Scotland with registered charity number SC048282 having its principal office at IDL 414, Floor 1, Zone 6, Ramillies Building, Marlborough Lines, Monxton Road, Andover SP11 8HJ