

# VOLUNTEER ROLE DESCRIPTION



**VOLUNTEER TITLE:** Videographer Volunteer

**VOLUNTEER LINK:** RETAIL COMMUNICATIONS AND MARKETING OFFICER

---

## **Aims:**

To support the Communications and Marketing (C&M) team by producing and editing high quality, engaging video content, which will be used across multi-channels and for various Hospice stakeholders.

## **When / Where:**

This is a hybrid volunteer role, where you will volunteer on site in Gosforth as well as remotely. Tasks will be ad-hoc, project based and sometimes with tight deadlines. Suggested commitment: 3-4 hours as needed.

## **Main Tasks:**

- Capturing and editing raw video content in line with a pre-agreed brief. Editing requests may involve: trimming footage, creating a logical and compelling sequence, adding basic graphics, headings, sound and subtitles.
- Represent St Oswald's Hospice Values when capturing raw video footage on site or when representing St Oswald's Hospice at community fundraisers or events.
- Bring to life the stories of St Oswald's Hospice – capturing our staff, volunteers, supporters, customers and service users in an honest and authentic way.
- Supporting the C&M Team and responding to feedback and requests.
- To provide final video content in the agreed format, e.g. mp4 or MOV via a secure digital file transfer system.
- Adhering to and safeguarding our corporate identity and branding.
- Adhering to copyright laws and legislations.

## **Skills and Experience:**

- Access to video software is essential – ideally Adobe Premiere Pro, or a comparable free alternative such as Davinci Resolve (Advice and support with this can be given).
- Experience using Adobe Creative Suite, specifically a good working knowledge of InDesign is desirable but not essential.

## **Additional Info:**

- Find examples of the exciting videography projects you could be supporting with here: <https://www.youtube.com/watch?v=P8M4Ov1urtk>

# VOLUNTEER ROLE DESCRIPTION



## Personal Qualities:

- Identifies with St Oswald's Hospice Values and People Charter <https://www.stoswaldsuk.org/who-we-are/our-values-and-people-charter/>
- Proactive, creative and motivated to get the task done.
- Able to carry out volunteering tasks independently and as part of a team.
- Friendly and an all-round good communicator.
- Passion and interest in videography.

## Benefits

- The opportunity to make a difference to people at a difficult time in their lives and to support your local community.
- A chance to develop new skills, experiences and your knowledge of videography.
- A chance to meet new people.
- Reimbursement of your travel expenses.
- The support of a Volunteer Link who is an experienced member of the C&M Team.

## Essential Processes/ Training (Internal Info):

- ☒ Recruitment Pathway *[On-site]*
- ☒ Minimum age *[18+]*
- ☒ DBS check required *[Enhanced Childrens]*
- ☒ Health & Safety Training Online *[non clinical & on-site]*
- ☒ Induction *[on-site]*
- ☒ Departmental and Organisational Induction