

Unite Role Description

Role title	Communications Assistant
Area	Programme & Comms
Main purposes of the role	<ol style="list-style-type: none"> 1. To assist and support the Comms Lead with production and proofing of materials to use pre-event, during the event and post-event to engage with volunteers, young people, and leaders 2. To assist and support with the publicity of the event via Social Media Channels and the Unite website 3. To ensure videos and photos are collated during the weekend to assist the Unite Team deliver the Unite vision
Role responsibilities	<ol style="list-style-type: none"> 1. Work with the Comms Lead during the Unite Weekend to gather photo and video material for publicity during and after the event 2. Assist the Comms lead in creating content for Worship and other programme items that need videos and/or slide decks 3. Assist with site set up of the Villages, ensuring the Village boards have all the info needed during the event
Key skills and experience required to perform the role	<ol style="list-style-type: none"> 1. Knowledge of photo editing software such as Photoshop and video editing software such as Premiere Pro is desirable but not essential 2. Artistic vision and technical knowledge of camera equipment along with the art of photography is desirable 3. Good time management skills along with a strong work ethic and a positive attitude
Reporting to... (title of Area Lead)	Programme and Comms Team Leader