

	<b>KICK4LIFE TRUST ADVERT</b>	Posted June 2024
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Position	Videographer
Department	Media   Support Services
Line Manager	Operations Manager

*Join the change*

**Objectives:**

Provide full video coverage of all Kick4Life operations. Key responsibilities include: attend all K4L league games and provide video coverage; provide programme donors with required video coverage of events; attend SFA events and provide news for website and sponsorship proposals; build SFA media library and particular media profiles of each participant; provide media coverage of Social Enterprise events for marketing; edit personalized videos for Academy sponsors; assist with professionalization of all media content for K4L; assist with the posting of content on K4L social media platforms; capture & produce brand consistent content for social media; create and ensure correct production of all K4L branded material; provide administration support where necessary to Operations Manager; and other duties related to broader Organizational support.

**Main Accountabilities**

**1. Area 1: Academy**

- 1.1. Recording and editing of team matches (women and youth teams)
- 1.2. Providing the technical department with video footage of games for analysis
- 1.3. Filming & editing of weekly press conferences
- 1.4. Interviews with players and coaches
- 1.5. Put together video footage of individual players
- 1.6. Create and grow extensive individual video profiles for each Academy participant
- 1.7. Attend Academy events and provide video coverage
- 1.8. Produce videos for Kick4Life website and Facebook page
- 1.9. Provide Academy video material required for sponsorship proposals

**2. Area 2: Programmes**

- 2.1. Attend and provide video coverage of specific programmatic events.
- 2.2. Meet with participants and write success stories.
- 2.3. Attend and provide video coverage of programmes events, at least once per quarter or as requested by Programmes Director.

**3. Area 3: Social Enterprise**

- 3.1. Video coverage and editing on No.7 Restaurant events for Facebook.
- 3.2. Assist with producing video Marketing material for No.7 & Hokahanya Inn and Conference Centre

**4. Area 4: Support Services**

- 4.1. Assist with Social Media administration
- 4.2. Assists with the professionalization of media content at K4L
- 4.3. Works with media officer to come up with innovative ways for internal & Marketing communication
- 4.4. Ensure videography and photography consent forms are signed prior to release.

**5. Area 5: Other Duties**

- 5.1 Assist in Tour implementation and promotion, as requested
- 5.2 Assist in operational and programmatic fundraising initiatives
- 5.3 Comply with and uphold all Kick4Lifes's Policies and Procedures
- 5.4 Maintain professional conduct at all times
- 5.5 Undertake such other duties as may be reasonably requested
- 5.6 Enforce and participate in community service activities at Kick4Life and offsite

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**Qualifications and Experience:**

Essential:

- Diploma in Film & Media /Production
- Experience producing short videos.
- Knowledge using functions of video camera and production equipment
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data

Desirable:

- Specialization in video editing software and translations
- Experienced in producing videos with social messages

**Work Based Skills and Competencies:**

Essential:

- Demonstrated passion for promoting sport for development
- Creative and ability to use video editing software
- Ability to pay attention to fine details
- Understanding of Kick4Life brand & values
- Able to plan and prioritize designs for immediate action
- Time management to ensure adequate completion of duties
- Possesses strong written and verbal communication skills
- Can work under pressure and complete tasks at a high level of quality on time
- Can multi-task and prioritize effectively in an organized and strategic manner
- Demonstrates ability to liaise with interdisciplinary stakeholders
- Possesses strong ethics and is reliable in acting on commits
- Is adaptable and demonstrates a growth mind-set when approaching challenges
- Is self-driven and takes initiative to achieve results & resolve problems
- Is proficient with the Microsoft Office suite
- Possesses understanding of Kick4Life brand & values
- Reliable and service-minded

Desirable:

- Demonstrates a growth mind-set
- Ability to think strategically
- Proficient in English and moderation skills

**How to Apply:**

If you meet the requirements and are motivated to work helping others in a multicultural environment, please send a CV and Cover Letter explaining your motivation and fit for the role to [hr@kick4life.org](mailto:hr@kick4life.org)

**NB:** Kick4Life is committed to being a child and youth safe space with active Child Protection & Safeguarding Policy in place. By applying at Kick4Life, you affirm that you have never been accused nor convicted of crimes related to sexual exploitation and abuse.

**Closing Date of applications is 28<sup>th</sup> June 2024 by 12:00 pm**

***If you have not heard from us within two (2) weeks of the closing date, please consider your application to be unsuccessful. Remember, we will only contact applicants who have been shortlisted for interview and will not be able to provide feedback to those who have not been shortlisted, due to the sheer volume of applications.***