

# Video Production Executive Job description

Together we are help and hope for everyone living with dementia



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Video Production Executive

## Position in the organisation

Reports to the Video production manager

Member of Creative Team

Member of Income and Engagement Directorate

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

As a Video Production Executive, you will play a hands-on role in producing high-quality video and multimedia content that brings our stories, mission and brand to life across our channels. Working under the direction of the Video Production Manager, you will focus on the practical delivery of video content, ensuring outputs meet agreed production standards, accessibility requirements and brand guidelines.

You will contribute across the full production process, including filming, sound recording, editing and preparation of final assets, supporting a range of content needs from short-form digital video to longer storytelling pieces. With a strong focus on craft and quality, you will help ensure our video content is engaging, clear and appropriate for diverse audiences.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

- Conduct filming to the highest standards drawing on experience from a professional filmmaking capacity.
- To light documentary film set ups, interviews and other relevant filming situations.
- Record sound using appropriate professional recording equipment.
- Support interviews with contributors, including sensitive subject matter, working under guidance to ensure stories are captured with care and professionalism.
- Edit video content efficiently and accurately using appropriate editing software, including Adobe Premiere Pro and After Effects.
- Upload videos to our YouTube channel.
- To create subtitles for videos, ensuring the accessibility of our content.
- To maintain video production related databases, spreadsheets and production equipment documentation, ensuring compliance with GDPR.
- Establish and champion ways of working that ensure efficiencies and high-quality production.
- To conduct pre shoot planning, including creating call sheets and risk assessments, enabling the smooth and professional management of shoots.
- Contribute practical input to video briefs, advising on feasible production approaches and techniques as required.
- Support training and guidance for colleagues and contributors, enabling others to participate in video production where appropriate.
- Ensure colleagues are kept informed of new video content and support its sharing and promotion across appropriate channels.

- Support external video production activity when work cannot be delivered in-house, following guidance from senior colleagues.
- Act as a brand ambassador, ensuring all video outputs align with Alzheimer’s Society brand guidelines and values.
- Contribute to maintaining and applying the Society’s video style and visual approach.
- Responsible for the day-to-day administration of their function as required.

## We are looking for someone who can...

- Adhere to all the Society’s service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society’s health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society’s management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Experience of end-to-end production of video production, from pre-production to filming and editing	A/I
Experience recording sound using external recording equipment	A/I
Practical experience lighting documentary or factual video	A/I
Working knowledge of video editing software (e.g. Premiere Pro)	A/I
Ability to apply subtitles and basic accessibility standards	A/I
Experience supporting script development or planning documents	A/I

Experience working sensitively with people sharing personal stories	A/I
Experience creating or supporting motion graphics	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

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*Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)*

# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave