**Digital Content Producer**

|  |  |
| --- | --- |
| Reporting to | Communications Manager |
| Staff reporting | None |
| Liaison with | All staff, including marketing, development, operations and historic estate |
| Hours | 35 hours per week |
| Location | Shottesbrooke with flexible working options considered |

**Summary of the role**

The Landmark Trust is seeking a digital content producer who will make a tangible difference to Landmark’s audience communications and engagement levels. The charity is at an exciting moment as it enters a new strategic plan period, during which it will grow and transform audience engagement in dynamic ways that celebrate Landmark’s distinctiveness.

It is an opportunity for someone to join the Landmark team with fresh ideas – a ‘roving reporter’ - who can get uniquely close to Landmark’s ground-breaking restoration projects, public engagement programmes, fundraising appeals and employee engagement.

The person will be responsible for planning, creating and delivering all types of digital content – including photography, blogs, video, webinars and audio - that will be shared and amplified through channels including the website, emails, social media and some print materials.

The person will work closely with all Landmark’s teams, but especially the marketing and engagement plus development teams, to grow and nurture new and existing audiences and tell Landmark’s rich stories in imaginative, compelling and accessible ways. This content opportunity has always been in Landmark’s sights, but has been brought sharply into focus as Landmark’s audiences have embraced digital technologies during the Coronavirus pandemic.

**Education, Experience and Key Skills**

* A qualification in Media and Communications, or equivalent work experience in video or film production
* An enthusiasm for digital and original content creation
* An imaginative and creative editorial eye
* Ability to interpret a range of information to make editorial decisions
* Experience of organising ideas to appeal to different audiences
* Ability to convey ideas to a wide range of people across different levels of the charity
* Experience in representing different perspectives and experiences
* Excellent organisational and oral and written communication skills to lay out and share ideas
* Confidence and the ability to get on with a wide range of people
* Ability to manage your own project timelines, prioritise well and manage multiple tasks simultaneously
* Proficiency and self-sufficiency with technology, including relevant equipment and software. Confident in self-shooting, editing and storing audio and video. Awareness of relevant intellectual property/other rights.
* You will be passionate and knowledgeable about technologies that can help drive our communications strategy forward
* Aptitude for learning new technical tools and systems
* Excellent attention to detail
* Willingness to travel across the country, including overnight stays (expensed)

**TERMS OF EMPLOYMENT**

**Contract Duration**

This is a 12 month fixed term contract

**Location**

Ideally based at our offices in Shottesbrooke, but flexible working options will be considered

**Salary**

£20 000 - £22 000 per annum, paid monthly in arrears. Overtime is not payable unless pre-agreed.

**Working Hours**

This is a full time role based on a full time working week of 35 hours.

**Expenses**

Employees will be reimbursed for reasonable expenses incurred on behalf of the organisation.

**Holidays**

The holiday entitlement is 25 days per annum plus statutory holidays, increasing to 30 days per annum after 10 years’ service. This will be pro-rated depending on the proportion of full time hours that you work.

**Sick Pay**

You will receive full basic pay during any sickness absence up to 20 days in any 12 month period. The Statutory Sick Pay will be included in this sick pay. This will be pro-rated depending on the proportion of full time hours that you work. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor’s certificate will be required. Sick Pay can be extended up to 3 months at Landmark Trust discretion.

**Pension Scheme**

You will be auto-enrolled into Landmark’s pension scheme.

**Medical Health**

Private health insurance, currently with BUPA, can be provided when you have been with Landmark for a year.

**Notice**

The appointment is subject to satisfactory completion of an initial six month probationary period, though this period may be extended if more time is needed. During this period the post will be subject to a week’s notice on either side. A minimum one months’ notice in writing on either side applies after the end of the probationary period.

**Health & Safety**

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

**Contract**

The successful applicant will be required to sign Landmark’s Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark’s Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job.