

Job Title	Lead Delivery Facilitator (Media Production)
Location	Birmingham and Walsall
Hours	Part-time (A minimum of 10-15 hours per week)
Contract	6 month - Fixed Term Contract (with possibility of promotion to permanent full time)
Salary / Hourly Rate	£12 per hour

Background

Open Lens Media is a Youth Training and Development organisation providing courses, training programmes, projects and workshops in Media and Communication to young people stemming from underrepresented and hard to reach backgrounds.

We specialise in working closely with children and young people between the ages of 5 to 10 and 11 to 24; delivering engaging and progressive programmes that enable them to successfully transition into further education, employment or training and develop their entrepreneurial talents.

Our mission is to create and provide innovative, engaging and interactive learning experiences, within safe and fun environments that motivate young people and encourage them to develop their personal, professional and academic skills in order to achieve their goals.

Main Duties	<p>Reporting to the Project Manager, you will be responsible for the delivery of Open Lens Media's bespoke programmes across Birmingham and the Black Country.</p> <p>As Lead Facilitator, you will play a key role in inspiring, encouraging and helping to advance the young people we work with by delivering sessions that improve their personal and professional skills, using Media Production as an engagement tool. Working alongside an Assistant Facilitator, you will lead in the planning and organising of sessions; ensuring that all sessions are delivered effectively in a fun and relatable manner and all requirements are communicated effectively to your delivery team.</p> <p>Based on a set programme curriculum, you will be required to run workshops in Media Production (including video, radio, script-writing and film) to groups of between 8 to 15 young people. Utilising the skills you have taught them, you will then coach participants to produce content such as films, campaigns and promotional videos.</p> <p>When working on location, you will also be required to support groups, ensuring that delivery teams follow the required health and safety and safeguarding guidelines.</p>
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	<p>As first point of call for your group/s, you will work closely with our Project Coordinator to liaise with the relevant key workers, customers and stakeholders in relation to site access or location guidelines.</p> <p>This is an exciting and rewarding role that is best suited to someone who is passionate about the development of young people, has great technical abilities and a keen interest in social and community development.</p> <p>The role is ideally suited to someone who has a strong background in Media, is able to digest and adapt set curriculums for varied groups and is confident working with young people from diverse backgrounds.</p> <p>Operating with honest and integrity with a passion to deliver to the highest standards are key attributes that you as an applicant should possess as these are fundamental values that we wish to promote within our business.</p> <p>You should be ambitious, self-motivated and prepared to work in a flexible manner as you will need to adapt your delivery to the needs of your group/s. You will be expected to be able to manage and prioritise your own workload ensuring delivery standards are met.</p> <p>You will be able to confidently manage group dynamics and conversation initiation. You will be a great team player, confident in working on your own initiative and as part of a lively team.</p> <p>We are seeking a dynamic, confident, skilled and charismatic leader who is passionate about young people and has good technical abilities in Media Production. This is an exciting opportunity to join a growing organisation with young people at the center of what we do and a perfect role for someone who is passionate about helping young people progress.</p> <p>Where unavoidable there is a possibility of out of hours work, however this is not general practice within our day to day operations.</p>
Qualifications	<ul style="list-style-type: none"> • Post Graduate in a relevant degree. • Media experience is essential
Skills & Experience	<ul style="list-style-type: none"> • 6 to 12 months in a role involving either community development, youth work, media production and teaching/engagement. • Able to proficiently use editing software such as Adobe Premiere Pro, Adobe Audition or Final Cut. • Good filming and camera skills. Must be able to shoot/film on DSLR cameras (namely Nikon, Cannon and Sony basic to mid range DSLR cameras) • Full driver's license and own vehicle. Must be willing to travel. • Experience of working in a youth focused or school setting • Experience of working with challenging young people
Program Abilities	<p>Must be proficient in:</p> <ul style="list-style-type: none"> • Microsoft Word • Microsoft PowerPoint • Facebook, Instagram, Twitter <p>Desirable skills in;</p> <ul style="list-style-type: none"> • Adobe photoshop • Adobe Effects

Person Specification	<ul style="list-style-type: none"> • Customer focused • Must be able to work as both part of a team and under their own initiative • A willingness to learn and understand the environment • Good communication skills, verbal and written • Attention to detail • Flexible in their approach to tasks • Be able and comfortable speaking/communicating to colleagues at all levels, including Directors and 'C' level Executives. • You must be well presented, structured, organised and good at record keeping. • You will be expected to be able to manage and prioritize your own workload. • You will be expected to operate with honesty and integrity with a passion to deliver to the highest standards as these are fundamental values for the company.
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Application guidelines

To apply for this role please complete the specified application form and attach a cover letter. Please email your completed application and cover letter to info@openlensmedia.co.uk

Application deadline: 5pm on 31st March 2020