



ROLE	Video Editor Producer
STATUS	Full-time (based at the head office in Bolton or London)
HOURS	37.5 hours/week
RESPONSIBLE TO	Head of Dawah & Education Department
SALARY	£22,000 to £28,000 (depending on experience)

THE ORGANISATION

Ummah Welfare Trust (UWT) is a UK-based international relief and development charity established in 2001. Inspired by the Islamic teachings of empathy, generosity, and selflessness, the trust aims to alleviate poverty and suffering across the world.

The rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

UWT works under the guidance of scholars who ensure that the charity's role as a trustee is always fulfilled. Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability. The charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

THE ROLE

This role is based in the "Life With Allah" (LWA) department - a da'wah initiative of Ummah Welfare Trust which aims to connect the creation to The Creator.

The successful candidate will be a creative and organised individual, sympathetic to the aims of the charity and the LWA, that will help organise, oversee and edit the department's video output.

As part of the team, the candidate will play a vital role in educating and raising awareness about LWA's work and education campaigns. The ideal candidate will also have some experience in graphics design for print and social media.

MAIN DUTIES

- Responsible for organising and assembling content into a finished product that is suitable for online marketing and social media.
- To work as part of a team alongside a graphic designer and content editor.
- Occasionally support a full-time graphic designer by designing publications and social media posts.
- Any other duties that are commensurate to the role.

PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	Degree in Animation or equivalent	Desirable
Experience	Proven experience using Adobe Creative Suite, particularly Premier Pro and After Effects.	Essential
	Work under time pressure particularly during busy periods such as Ramadhan.	Essential
	Can showcase a portfolio of work.	Essential
	Experience in storyboarding and presenting ideas creatively	Desirable
	Cameraman/filming experience.	Desirable
Skills /Abilities	Ability to produce videos for social channels within very tight deadlines.	Essential
	Able to work well in a team at pace whilst maintaining attention to detail.	Essential
	Excellent all-round written and verbal communication skills	Essential
	Strong interpersonal skills	Essential
	In-depth knowledge and understanding of major social media platforms and how best to maximise them	Essential
	Sound knowledge of A/V production processes	Desirable
	Graphic design experience	Desirable
Knowledge and understanding	Understanding of typography and design layout.	Essential
	Working knowledge of Adobe Illustrator and Photoshop	Desirable
	Knowledge of Urdu or Arabic.	Desirable
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential
	Hold a valid UK driving license and have full access to your own car.	Desirable

This post is subject to a Disclosure and Barring Service (DBS) check.

The closing date for applications is **11th November 2022**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to info@lifewithallah.com

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role, please contact: **07881935529**