



COMMUNITY
SPORTS
FOUNDATION

Job information pack

PHOTO AND VIDEO
CONTENT
PRODUCER



OVERVIEW

At Norwich City Community Sports Foundation, we're passionate about creating opportunities in sport, disability, health, education, social inclusion, and employability. Every year, we empower over 45,000 individuals, contributing more than 800,000 hours of meaningful engagement.

We're proud to support some of the most disadvantaged, disabled, and talented individuals across Norfolk, offering a variety of impactful projects and programs designed to inspire and uplift.

Our success is driven by a dedicated team who make a difference every day by engaging, motivating, and empowering those we serve.

Are you ready to be part of something extraordinary and help us create lasting impact? This could be your chance to make a real difference!

Ian Thornton OBE,
Chief Executive Officer



ROLE OVERVIEW

Job Title: **Photo and Video Content Producer**

Salary: £24,000 – £28,000 + benefits

Contract Type: Permanent

Line Manager: Photo and Video Manager

Are you a creative powerhouse with a passion for visual storytelling?

As the Photo & Video Content Producer at Norwich City Community Sports Foundation, you will film, photograph and edit stunning digital content that amplifies our mission and drives our charitable goals forward.

In a typical week you could be photographing a football tournament, filming a surprise Norwich City player appearance at one of our programmes, producing dynamic short form material for Run Norwich our annual 10k road race or planning a case study video about one of our amazing participants.



YOUR TEAM

Reporting to the Photo & Video Content Manager within the busy Marketing & Communications department, you will collaborate closely with a dynamic, fast-paced team.

As well as delivering exceptional long-form content for colleagues, you will also act as a team champion for short-form video content, being a key producer and inspiring and guiding our wider teams to create similar content.

Alongside the team at the Foundation, you will also be expected to work closely with colleagues from Norwich City Football Club including their media production team.

OUR MISSION

This exciting role offers you the chance to make a tangible impact, producing engaging content that speaks to the heart of our four key charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Inspiring disadvantaged people
- Engaging our community



ROLE SPECIFIC RESPONSIBILITIES

Oversee/produce

- Manage the Foundation's photo and video stock
- Manage the end-to-end filming production process
- Ensure that videos are correctly optimised for delivery on each channel
- Plan, film, edit and deliver multi-format video content for use across the Foundation's digital channels (including Run Norwich, The Nest, our partners and occasionally Norwich City Football Club)
- Produce exceptional photography for digital content and printed material

Collaborate

- Collaborate with other departments to produce and create content to showcase and promote Foundation programmes

Lead

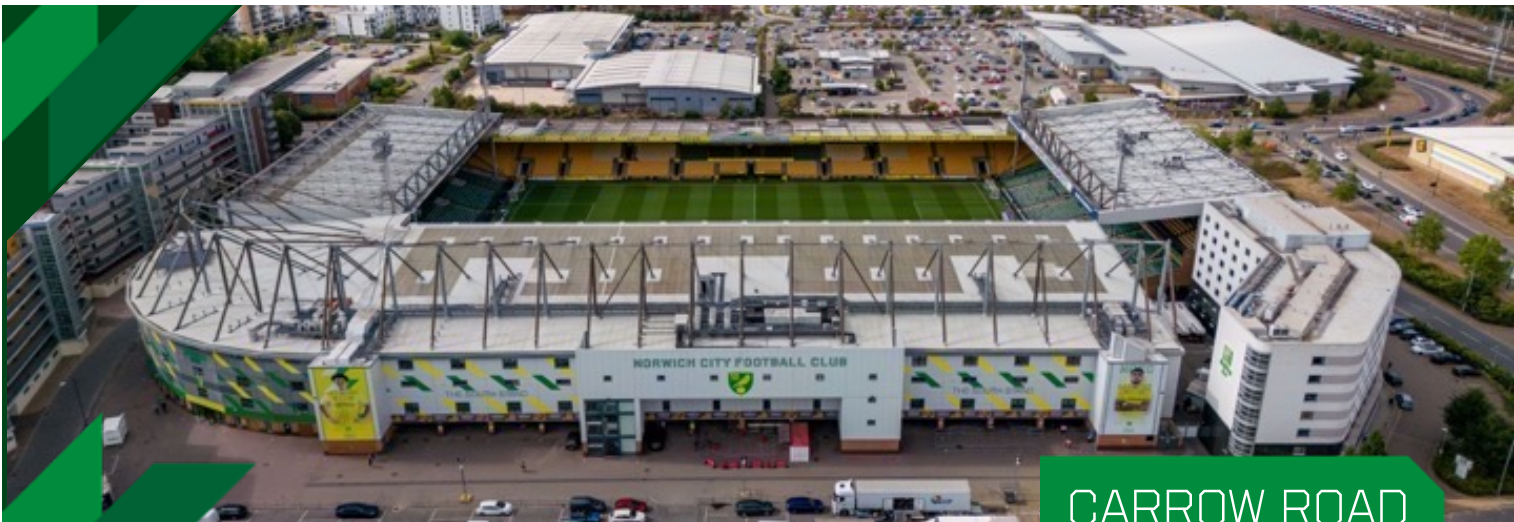
- Lead on short form production and act as champion for short form content across the Foundation
- Deputise for the Photo & Video Content Manager when required

Monitor

- Monitor, review, and report on all video analytics

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Demonstrable experience of project managing high-quality video productions to tight deadlines	✓	
Exceptional video and photography technical skills and post-production skills	✓	
Ability to script, storyboard and plan video production	✓	
Experience in producing strong photographic content including group shots, sports action and product photography.	✓	
Strong working knowledge of Adobe Premier Pro, Adobe Photoshop, Adobe Lightroom	✓	
Demonstrable experience of developing short-form content for social channels.	✓	
Working knowledge of Adobe After Effects		✓
Experience of Mac IOS		✓
Strong IT skills including Microsoft Office Suite		✓
Full Driving License and access to a vehicle (or working towards)	✓	
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Growth - Willingness to attend training courses to enhance own professional development	✓	
Integrity – Always work in line with the Foundation’s values and behaviours	✓	
Belonging – Ability to work individually and as part of a team	✓	
Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems	✓	
Pride – A drive to help people achieve their goals	✓	
Commitment – Willingness to work unsocial hours, including evenings and weekends	✓	



CARROW ROAD

WHERE YOU WILL WORK

The role will spend the majority of their working time within our offices based in the heart of Carrow Road, the home of Norwich City Football Club.

Working within the Marketing and Communications Department, the successful applicant will be surrounded by excellent support networks as well as outstanding facilities.

In addition, you will also spend time at The Nest, the charity's 22-acre community hub located on the outskirts of the city.



THE NEST



EMPLOYEE BENEFITS

Norwich City Community Sports Foundation employees could receive the following benefits*

- Discretionary incentive scheme
- Access to Norwich City match tickets
- 28 days holiday (including bank holidays), plus additional holiday over Christmas
- Personal celebration day
- Flexible working
- Enhanced employee training programme
- Complimentary discounts and offers across Foundation programmes
- 30-minute wellness workout included in daily working hours
- Cycle to Work Scheme
- Free parking on all Foundation sites
- Death in service benefit
- Extensive branded apparel provided
- Employee Assist Programme
- Pension salary exchange

*Dependant on job role and/or contract type





OUR VISION

TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations.

OUR VALUES

Growth

Integrity

Belonging

Resilience

Pride

Commitment





APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Application Deadline: Midnight 30th March 2025

Interview Dates: Friday 4th April or on request

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more info please email: recruitment@norwichcitycsf.org.uk

SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



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