



# Application Pack

**Ref: WA296**

**Video Producer**

**Salary £40,000 per annum**

**Full-time Permanent  
40 hours per week**

**Advert Date: 14 March 2024  
Closing Date: 8 April 2024 (noon)**

**Westminster Abbey**



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## About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21<sup>st</sup> May 1560.

We are a welcoming community, but also complex and multi-faceted, with nearly 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement Statement is helping us to support and develop our staff and volunteers. We have also reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

### **Westminster Abbey's mission is:**

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To act as responsible stewards of God's gifts.

### **Our Values:**

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak period are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.

**It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.**

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# Job Description

<b>JOB TITLE:</b>	Video Producer
<b>ACCOUNTABLE TO:</b>	Senior Digital Content Manager (managed by Head of Communications and Digital in the interim)
<b>ACCOUNTABLE FOR:</b>	N/A
<b>DEPARTMENT:</b>	Communications & Digital
<b>KEY RELATIONSHIPS:</b>	<p><b>Internal:</b> Dean &amp; Chapter, Receiver General, Communications &amp; Digital, contracted suppliers, IT, Learning, Engagement, Abbey Institute, Head of Retail, HR, Minor Canons, Collections and Music.</p> <p><b>External:</b> video and graphic design agencies and contractors.</p>
<b>BACKGROUND:</b>	Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey comprising around 300 employees and a similar number of volunteers
<b>JOB SUMMARY:</b>	Plan, film and edit high quality video content to enable a range of audiences to explore the richness of the Abbey's Christian mission alongside its distinctive history, architecture, heritage and interaction with public life. Support with the Abbey's ambitions for live streaming and pre-recording regular services, special services and other events.

## MAIN DUTIES AND RESPONSIBILITIES:

- Plan, film and edit compelling video and graphics content to support the breadth of the Abbey's activities, both externally and internally. Be clear on the channels on which video and graphics will be shared and how content can be developed and reused to encourage the most engagement as well as measuring reach and impact.
- Support the Abbey's new approach to streaming services and events.
- Identify opportunities to reuse and repurpose content from pre-recorded and live services and events for different digital channels.
- Feed into the development of a new digital strategy for the Abbey.
- Collaborate with the Digital Content Managers in the team to ensure that there is clarity on tasks and resources are used in the best way, particularly for video and graphics projects.
- Build and create standards for video, audio and graphics production, to be used across the organisation.
- Provide specialist advice to the Head of Communications & Digital and other departments on creative content opportunities.
- Through creative content development, ensure the Abbey's digital channels increase our online offer to visitors and worshippers.
- Assist the Abbey's teams with creative content production and impact measurement.
- Monitor and evaluate the Abbey's content outputs in order to provide continual feedback and learning opportunities for the team and the wider organisation.
- Undertake other responsibilities as required by the Head of Communications & Digital.

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- Keep up to date with industry best practice and share these insights with the team and across the Abbey, where appropriate
  - Part of the 24/7 on-call service and work on own initiative during evenings and at weekends.

### **Safeguarding**

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.



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# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

## **Essential**

### **Education:**

- Evidence of professional training offered by relevant organisations

### **Skills/Aptitudes/Knowledge/Experience:**

- Proven ability as the sole or lead videographer in professional settings, creating short- and long-form films (including talking heads, B-roll and live footage)
- Experience with live streaming events, preferably in a large venue
- Proficient setting up and using a variety of industry standard cameras as well as additional equipment such as lights, microphones etc.
- Able to deliver compelling creative content using industry standard tools such as Final Cut Pro, Adobe After Effects and Adobe Photoshop
- Proven experience creating engaging content, including video, audio, graphics and animations, to be used in digital campaigns
- Knowledge of narrative style, video requirements and trends on social media channels such as Facebook, X, YouTube, and Instagram
- Good understanding of content optimisation and how to achieve best results.
- Experience of creating standards within an organisation for video, audio and graphics production
- Experience working with participants who are not confident on screen, bringing out the best in them on camera
- Experience coordinating and managing filming schedules, including: writing briefs, devising shoot schedules, managing participants and overseeing lighting and sound quality.
- Experience producing short and long-form audio content e.g. podcasts is desired.

### **Personal Attributes & Circumstances:**

- Ensure good cross-departmental collaboration across all areas of your work.
- Ability to convey complex information in a simple and concise manner.
- Ability to develop good relations and influence people quickly
- Ability to thrive under pressure
- Ability to work in a small team within a complex organisation
- An understanding of the role of worship within the community
- A willingness to show initiative and accept responsibility in the absence of the line manager.
- A sympathy with the mission of the Abbey and its role as a Christian church.
- Ability to act as an ambassador for the Abbey and Communications and Digital team.
- Ability to think on your feet, adapting to the Abbey as a busy church with multiple priorities.

*This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the post holder.*

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# Working for us

## **Employment Status**

This post is permanent.

## **Salary**

The salary is £40,000 per annum and is paid on the last Friday of each month. Salary is reviewed annually in January.

## **Working Hours**

These are 40 hours per week. The normal arrangement of working hours is [9am to 5pm Monday to Friday], however the postholder will be required to work hours that suits the needs of the organisation.

## **Annual Holidays**

The full-time holiday entitlement is 31 days per annum, including recognised public holidays, rising to 33 days per annum in the fifth year of service.

## **Training**

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

## **Pension Scheme and Life Assurance**

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## **Staff Discount**

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

## **Season Ticket Loan**

A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

## **Medical Insurance**

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

## **Uniform**

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

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# Equality Statement and

## How to apply

### Equality Statement

The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

### Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

### How to Apply

Please complete our application form as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

**Applications should arrive no later than 12 noon on 8 April 2024. Interviews are scheduled to take place on 19 April 2024.**

*We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.*