

Job Description

CHAOS Online Producer

JOB TITLE: Online Producer

REPORTS TO: Head of Digital

HOURS: 37.5 Hours

PAY: £19,500 PA (9 Month Contract)

JOB PURPOSE:

Working at the heart of our Digital team as the CHAOS Online Producer, you will be responsible for creating and developing the online presence of programming from across The CHAOS Group's platforms – with a primary focus on our in-house community Radio and TV station.

As our dedicated online storyteller, it will be your job to create quick turnaround content: such as interviews and segments with the show's guests, quickly packaged 'best bits' that are uploaded soon after the show, or getting stand-out clips released to social media and on our website, to keep people talking about the show. Along the way you'll be busy develop a loyal and dedicated following across our social media channels with a unique and quirky style, whilst growing engagement and reach, preshow, during and post broadcast.

As a standout digital content producer, a wide variety of platforms – such as websites, blogs, videos, mobile, social media, and more will come naturally to you with epic skills working with text, images, audio and video skills.

This role sits within our ever-growing Digital Team which is overseen by The Head of Digital.

The post is solely for delivery of the goals, targets and requirements of Positive People Project.

MAIN RESPONSIBILITIES

JOB DUTIES:

- ✓ Works under the direction of the Head of Digital and Managing Director to ensure digital content is quickly and easily accessible online and across social media.
- ✓ Responsible for producing a variety of mixed media content for online use such as local news stories, conversation pieces, video, audio and programming from across CHAOS Radio, CHAOS TV and the wider CHAOS Group.
- ✓ Responsible for daily updates on Wordpress based brand websites to ensure content is regularly updated, correct, factual and easily accessible.

- ✓ Responsible for the successful management of content and engagement across select social media channels including Facebook, Twitter and Instagram.
- ✓ Assist in a number of admin and communication duties involved with production including social media and digital engagement platforms, as required to support the Digital team.
- ✓ Promote and ensure the excellent reputation of The CHAOS Group both in-person and online.
- ✓ Keep both company and client information confidential at all times.

SKILLS, KNOWLEDGE & QUALIFICATIONS

ESSENTIAL:

- BTEC (or higher) in Journalism, Creative Media Production, Broadcasting or similar.
- A passion for developing and producing exciting and dynamic online content as part of a team of creative broadcast and media professionals.
- Previous paid or voluntary experience creating and producing online content.
- Previous experience managing professional social media accounts.
- The creative ability to bring content to life online in an engaging and positive manor.
- Excellent knowledge of popular IT systems such as Adobe Creative Cloud, Office 365 and social media scheduling software.
- People focused with the ability to deliver work in a community minded, coproduced and inclusive approach.
- Excellent organisational skills, time management and communication skills with the ability to think critically and creatively.
- A strong work ethic and commitment in order to meet the standards required.

DESIRABLE:

- Excellent knowledge The CHAOS Group, its mission and vision.
- A strong passion for radio and film with a detailed and dynamic creative eye

- Experience working with vulnerable and isolated community groups.
- Knowledge and first-hand experience working alongside likeminded community organisations, third sector businesses and the local authority.
- Experience working within a live broadcast environment.

TRAINING AND DEVELOPMENT

- You must participate in and complete the formal induction programme
- You will be required to attend mandatory training days, both on and off site.
- You will be required to participate in training and development programmes as highlighted through staff supervision and appraisal.

HEALTH AND SAFETY

- You must always promote safe working practices, both in-house and on location.
- You will adhere to The CHAOS Group and Stayathome Cornwall's policies and procedures in relation to health and safety, infection control, data protection and moving and handling.

For more information and clarification on the details included in this role,
please contact the Head of Digital or the Managing Director.