



PROJECT DESCRIPTION

Project	Freelance Digital Content and Delivery
Location	Home-based with opportunities for location work across England.
Duration	Casual / June - December 2022 (possible further opportunities)
Pay/Remuneration	Full and half day rates to be negotiated; Travel costs covered.

About Churches Conservation Trust

The Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history. Since 2020, we have developed our digital offer, including lectures and mini-series, hosted on our digital streaming platform [CCTDigital](#).

Overall Purpose

We are looking for a creative individual with a passion for heritage, architecture or history who can help deliver CCT's digital offering, primarily our lunchtime lecture series in the first instance. The lectures are delivered weekly or bi-weekly via CCT's Facebook page and see 200-300 people watching each lecture live, with hundreds more watching on catch up via [CCTDigital](#).

Role

- Researching, scheduling, and, potentially, hosting each lecture.
- Liaison with and preparation of lecturers, acting as the conduit between lecturers and CCT's Communications team.
- Editing of content for uploading to CCT Digital
- Potential for additional content creation, filming and photography commissions

Section 1. Essential Criteria

#	Essential Criteria	How this will be assessed
1	Experience of editing videos in programs such as Shotcut, Premier Pro, DaVinci Resolve or similar	Application / Interview
2	Strong knowledge of and links within the heritage sector with the ability to approach and engage potential lecturers	Application / Interview
3	Proficiency in the use of Facebook, including scheduling events, posting and using Facebook analytics	Application / Interview
4	Experience of website content management systems	Interview

Section 3. Desirable Criteria

	Desirable Criteria	How this will be assessed
5	Experience of presenting via Zoom or similar	Application / Interview
6	Practical knowledge of live-streaming	Application / Interview

Further Requirements

- You will be required to use your own laptop and web cam and CCT will provide training and software for video editing
- You may be required to travel nationally on occasions to support delivery of activities.
- This role involves some lone working.

Applications

If you would like to apply for this contract, please submit a CV and short, supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post to Chana James via email cjames@theccct.org.uk

If you have any questions, please contact cjames@theccct.org.uk

The closing date for receipt of applications is 5pm on Monday 6 June.

Interviews will be held remotely on Wednesday 15th June via Zoom. Please note that interview dates have been specifically chosen according to the availability of the panel.

The Churches Conservation Trust is committed to a policy of equal opportunities.