



Freelance Student Sport Video Editing Assistant

Organisation:	University of Strathclyde Students' Association
Department:	Strathclyde Sports Union
Project Fee:	£500
Duration of Work:	50 hours, Feb – Mar 2021 (Scheduling of hours at the discretion of Sports Union Coordinator)

Job Purpose

Support the Awards Committee with collating, producing and editing Sports Awards videos which will be used on our online social media.

Dimensions

- Role involves remote independent working, networking and administrative tasks.
- Work closely with members of staff, the Awards Committee and Clubs Committees
- Adopt a flexible approach to work hours, including evening and weekend
- Role involves editing of videos and addition of music and captions

Main Responsibilities

1. Liaising with Student Union Club Committees in order to collate footage for the Sports Awards video
2. Editing video footage from clubs in order to produce a Sports Awards video presentation that can be used on our social media channels
3. Work closely with the Awards Convenor and Sports President in order to compile and edit their video footage that will be used in the finalised Sports Awards video
4. To deliver the finalised products by a firm competition date.

Decision Making

- Ensuring all policies and procedures are followed, and in the most cost effective and efficient manner.
- Ensure that all footage, and captioning used, is appropriate and that any information about award winners is kept private until agreed upon.

Relationships

- Internal: Line manager; Other Association staff; Sports sabbatical officer; Sports Executive Committee; Sports Club Office Bearers; Student award winners
- External: Strathclyde Sport staff

Person Specification

(E = Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D = Desirable)

Educational and/or Professional Qualifications

E1 Current University of Strathclyde undergraduate or postgraduate student

Experience

E2 One year video production and editing

E3 Use and access to various video editing platforms

E4 Use of social media

Job Related Skills and Achievements

E5 Excellent interpersonal skills and relationship management

E6 Excellent organisational and planning skills; proven ability to prioritise workload, multi-task and meet deadlines

E7 Proven ability to work independently on tasks and use initiative

Personal Attributes

E8 Enthusiastic, pro-active and dynamic person with a passion for sport

E9 An understanding of individual responsibility in complying with Health & Safety policies and arrangements

E10 Ability and willingness to have flexible working hours

D1 Interest in, knowledge of University sport, especially the University of Strathclyde

Other Relevant Factors

E11 Self-motivated, committed to excellence and personal development