



## **Application Pack**

### **Video Editor**

**Deadline for Applications: 09:00 on 21 September**

**Role type:** Freelance (initial contract for estimated 40 hours)

**Location:** Home-based

**Reports to:** Events Manager

**Fee payable:** £1,000

Thank you for downloading this pack. At Humanists UK, our dream is of a tolerant world where rational thinking and kindness prevail. Our dedicated staff of 29 and hundreds of volunteers work hard to achieve this aim and we are recruiting for a consultancy position of Video Editor.

**Is this the right position for you?**

You'll be an experienced video editor, familiar with Adobe Creative Cloud or similar, with an existing portfolio of finished projects, with an eye for design and ability to work within organisational brand guidelines.

If this sounds like you, please apply, following instructions on page 5.

Completed forms should be returned electronically by email with the subject Video Editor' to [ian@humanists.uk](mailto:ian@humanists.uk) by **09:00 on Tuesday 21 September**.

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If you have any questions about the post, please feel free to contact the Events Manager by email on [ian@humanists.uk](mailto:ian@humanists.uk) - they will be very happy to talk more about the role with you.

Best wishes and good luck,



**Andrew Copson**, Chief Executive

## **More about Humanists UK**

At Humanists UK, we want a tolerant world where rational thinking and kindness prevail. We work to support lasting change for a better society, championing ideas for the one life we have.

We do this because we're humanists: people who shape our own lives in the here and now, because we believe it's the only life we get. Our work helps people be happier and more fulfilled, and by bringing non-religious people together, we help them develop their own views and an understanding of the world around them.

We're committed to putting humanism into practice. Through our ceremonies, pastoral support, education services, and campaigning work, we advance free thinking and freedom of choice so everyone can live in a fair and equal society.

Founded in 1896, we are trusted by over 100,000 members and supporters to promote humanism. Our policies are informed with the support of over 170 of the UK's most prominent philosophers, scientists, and other thinkers and experts and we seek to advance them with the help of over 100 parliamentarians in membership of the All Party Parliamentary Humanist Group. Our trained and accredited celebrants conduct highly bespoke funerals and other non-religious ceremonies which are attended by over a million people each year.

## **About our events and video needs**

We host dozens of events each year, including five events in the Annual Lecture series (The Darwin Day Lecture, The Rosalind Franklin Lecture, The Voltaire Lecture, The Blackham Lecture, and The Holyoake Lecture), and our Convention, which moves through the UK's regions year on year. In addition, we regularly put on discrete, self-contained events throughout the year on topics of public debate or interest. Over the last 12 months, these events have taken place online. Where possible, all events have been recorded on Zoom.

Humanists UK's public events and lectures are organised by the Events Manager, who will supervise this contract.

You may also interact at times with other members of the Communications and Development team, such as the Director of Communications and Development, or the Communications Officer.

## About the task

Our events programme produces hours of high-quality video content that need editing and packaging up to share with the world on our YouTube channel, Facebook, Twitter, and IGTV.

Since the move to online events, we are now hosting and recording more events than ever before .

We're looking to bring on board a freelance video editor to help us get our recorded events seen more widely and presented in the best way possible.

For the most part, each of our lectures and events needs relatively light work to edit, such as:

- Identifying moments to delete, or to highlight in short-form social media videos
- Choosing the best view (e.g. Speaker or Gallery) or angle to keep the video visually interesting
- Colour correction/grading
- Adjusting audio levels, de-hissing, etc., and removing or reducing specific audio distractions where possible (e.g. passing sirens, doors slamming)
- Creating and adding branded start and end screens
- Applying appropriate video and audio transitions or effects

Deliverables include any or all of i) long- or short-form videos, ii) in 16:9, 1:1, 9:16, or other common aspect ratios, iii) with, or without, burned-in subtitles.

In the first stages of this project, you would also generate a set of brand compliant overlays and/or underlays, suitable for use with a wide range of videos of online events. This would include instances in which there are 1–7 speakers on screen, with or without presentations/screenshares. From these overlays/underlays, you would also create template Premiere Pro files for in-house use.

**We have an estimate for around 40 hours' work for the initial contract**, based on an expected 10 hours total of long-form deliverables. We're open to working with people with different sorts of schedules and time commitments. Prior to beginning the contract, we would agree to a schedule for delivery of edited videos for inspection and payment upon invoice.

While this initial contract is for a finite project, we fully expect to have ongoing video editing needs and more work of this nature in the future and would be keen to form an ongoing relationship.

## Skills we're looking for

1. Experience of Adobe Creative Suite/Creative Cloud (in particular, Premiere Pro, Photoshop, Audition), or similar applications
2. Good written and verbal communication skills
3. Able to work within organisational Brand Guidelines

You would report directly to the Events Manager.

## **How to apply**

**We want to make applying for this contract easy for busy people.**

To apply, please send a link to your **general portfolio** along with **two specific recent examples** of videos on which you were the main or solo editor, where ideally at least one is of an event/non-narrative video, along with **a short cover letter** email about yourself to [ian@humanists.uk](mailto:ian@humanists.uk) **by 09:00 on 21 September**.

We will aim to review all applications from **21 September** and make a final decision by **24 September**.

## **Equal opportunities policy**

Humanists UK is an organisation with an ethos based on Humanism, and therefore qualifies under equalities legislation as an organisation with 'an ethos based on religion or belief'.

We are a small organisation, with limited resources. Therefore, each role at Humanists UK will involve a significant amount of interaction, either with Humanists UK members, or with the general public, and in this capacity, the promotion of humanism will be expected and required of the job holder. Therefore, it is likely that 'a willingness to promote humanist beliefs and values and the aims of Humanists UK' will be an essential requirement of every role advertised.

This policy will be reviewed for each vacancy advertised, and may be subject to change, depending on the occupational requirements of each vacancy. It will remain in place until or unless the organisation has the resources to allocate roles which require no significant interaction with the general public or Humanists UK members.

Humanists UK's equalities policy is that in all aspects of employment, from vacancy advertising, selection, recruitment, training and development, and promotion, to conditions of service and reasons for termination of employment, no individual will be discriminated against on the basis of their sex, transgender status, sexual orientation, race, colour, ethnic origin, nationality, disability, marital status, caring or parental responsibilities, age, religion or belief, or any other grounds that are irrelevant to their ability to meet the requirements of a post.

## **Recruitment and promotion**

### **i. Vacancy advertising**

- Within financial constraints, steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups.
- Where a GOR applies, this will be stated in advertisements.

### **ii. Selection and recruitment**

- Selection criteria (job description and person specification) for any post will be reviewed to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.
- All appointments will be strictly on merit.
- More than one person will be involved in the selection interview and recruitment process, and the most senior person will be responsible for ensuring the process complies with this policy and good practice.
- Where possible, both women and men will be involved in the shortlisting and selection processes.
- Shortlisting and selection processes will be based solely on the job description and person specification, with candidates scored against these criteria.
- Where possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet any special needs.