



## **JOB DESCRIPTION**

<b>Position:</b>	Multi-Media Assistant
<b>Location:</b>	Disability Sport NI, Airport Road West, Belfast
<b>Reports To:</b>	Communications & Engagement Officer
<b>Salary:</b>	National Minimum Wage
<b>Hours:</b>	37.5 hours per week. Hours of work will be those necessary to carry out the full responsibilities of the post, some of which may be in the evening and/or weekends. Time-off-in-lieu will be allowed in respect of working evenings and weekends.
<b>Duration:</b>	8 weeks fixed contract.

### **Background Information:**

Disability Sport NI is the main disability sports charity in Northern Ireland working to improve the health and wellbeing of children and adults with disabilities through sport and active recreation.

We work with people with physical, sensory and learning disabilities of all ages and with schools, disability groups, sporting organisations and clubs to ensure that everyone can benefit from sport and active recreation.

We believe that every person with a disability has the right to participate in all aspects of life and are committed to building a more inclusive society where people with disabilities have an equal opportunity to lead a full, active and healthy lifestyle through sport and active recreation.

We also work closely with Sport Northern Ireland and Governing Bodies of Sport to ensure that talented disabled sports people have the same opportunity as their non-disabled peers to train, compete and excel in their chosen sport on the world stage.

At the heart of who we are is the belief that participation in sport and active recreation at any level is a positive and transformational experience.

We understand the positive impact of sport and active recreation because every day we see how our work changes the lives of people with disabilities for the better.

Last year our programmes benefitted over 10,000 children, young people and adults across Northern Ireland, but looking to the future we know we can do more.

### **Job Purpose:**

The Multi-Media Assistant will work alongside the Communications & Engagement Officer to develop an agreed suite of videos and photographs that can be used for promotional purposes.

### **Main Duties and Responsibilities**

#### **Promotional Videos & Case Studies**

In liaison with the Communications & Engagement Officer and key project staff to agree the subject and content for ten promotional videos and/or case studies.

In liaison with participating individuals and groups to organise, film and edit a suite of at least ten promotional videos and/or case studies.

To consult with and report progress to the Communications & Engagement Officer and other relevant staff on a regular basis.

#### **Promotional Images**

To deliver a representative bank of 100 photographic images which are representative of the work of Disability Sport NI and its Community Interest Company, Live Active NI. The images should include people with physical, sensory and learning disabilities.

#### **Storage and use of multi-media material**

To follow Disability Sport NI's audio-visual and online communications policies when storing and sharing multi-media material both internally and publicly.