

# CANDIDATE PACK

## Video Content Producer

Global Recruitment, Admissions, Marketing & Communications

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

### GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

### The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



# JOB DESCRIPTION

Job Title: Video Content Producer

Reports to: Marketing Campaigns

**Department: Global Recruitment, Admissions, Marketing & Communications**

**Grade: NG4**

## ROLE PURPOSE

To plan, record, produce and edit a wide variety of video content for the Global Recruitment, Admissions, Marketing and Communications (GRAMC) department, with a focus on creating assets to support student recruitment and communications. To enable all GRAMC campaigns to incorporate high quality AV content enhancing efficacy and engagement with prospective and current students.

## PRINCIPAL ACCOUNTABILITIES

- To work collaboratively with key creative (GRAMC) colleagues, specifically: Marketing Campaigns Managers; College Marketing Managers, the Design Manager; the Social Media Manager; and the Head of Corporate Communications and Public Affairs, to ensure a consistent, integrated brand perception and visual identity. Ensure all assets are compliant with the brand guidelines.
- To utilise and track a content calendar which dovetails with the overarching GRAMC schedule across all teams.
- Be a key party in defining the University's film and content strategy, alongside the Marketing and Communications teams.
- Be closely aligned with the Digital team to ensure all video content is supported by the University's content management system, and input into thinking about placement in line with creating successful user journeys.
- Working alongside the Marketing Managers and Design Manager, be responsible for co-ordinating video and photoshoots, including props, lighting, location, scripts and people. Oversee the work of freelancers and quality assure contributions. For larger scale projects such as high-profile brand videos, including 360 and virtual tour projects, be able to work with freelancers where required.
- Ensure the Communications team campaigns and content are factored into the workplan and sufficiently prioritised alongside student recruitment plans.
- Work with teams across GRAMC to produce video content and photography for the website, blogs, social



media, prospectus, brochures and printed collateral, bearing in mind the 'Digital First' ambition.

- Day to day management of the University's YouTube account.
- Ensure all media footage is filed efficiently and securely in the Photo and Video Library. Take full responsibility for the smooth running and regular housekeeping of the library to ensure it is easy to navigate. Be responsible for administering permissions to designated colleagues across the function. Ensure all footage is GDPR and CMA compliant before it is filed. Ensure any rights or ownership of footage are appropriately apportioned. Carry out all post-production editing as required prior to content being launched.
- Be an ambassador for the Global Recruitment, Admissions, Marketing and Communications function, always working constructively, positively and collaboratively with colleagues and stakeholders, and to undertake any other duties as appropriate and as required by the Marketing team from time to time.

## CONTEXT

- The Video Content Producer is a member of the Marketing team, which exists in the Global Recruitment, Admissions, Marketing and Communications (GRAMC) function. The Marketing team is required to plan and monitor the delivery of all functional activities ensuring consistent, timely, cost effective, high quality and value for money delivery against defined priorities.
- Videographic and Photographic content deployed across all outputs of the GRAMC function must be carefully and expertly produced. The tone of voice and reputation of the University and its brand is heavily reliant on the images and media used, with these being the most instantly accessible and shareable forms of communication. The Video Content Producer plays a significant role in getting this right.
- The University requires all postholders to understand individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

## DIMENSIONS

The Video Content Producer works in the University's Global Recruitment, Admissions, Marketing and Communications function. The postholder will be expected to foster matrix working project working and to deliver a culture of sharing knowledge and expertise. The activities undertaken by the role holder have a direct impact on professionalising all marketing output involving creative film and photographic outputs. They will be responsible for identifying and procuring specialist equipment to enhance the quality of their work, as well as having supervisory responsibilities for freelancers. They therefore have an important role to play in assuring the quality of output and delivering ROI and ultimately value for money to the University.

Staffing: This postholder has no formal supervisory or line





management responsibilities.

## KEY RELATIONSHIPS

- Head of Marketing
- Marketing Campaigns Managers (Undergraduate and Postgraduate)
- College Marketing Managers
- Social Media Manager
- Design Team
- Communications Team
- Global Recruitment Team
- Digital Team



# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

T-Level or A-Level qualifications including Film / Media studies or equivalent practical experience that demonstrates relevant levels of knowledge and skills

### Desirable

A relevant first degree or equivalent, preferably in; Film or Television; Photography; Media or Communication Studies

Membership to CIM or other similarly relevant professional body.

## TRAINING AND EXPERIENCE

### Essential

Experience of working within a customer focused marketing environment.

Outstanding videography and photography technical capability.

Experience of producing high quality engaging visual content copy for different audiences and channels

Experience of organising and delivering visual content across multi- channel marketing campaigns

Highly skilled in Adobe Photoshop, Illustrator, InDesign and Premier Pro, or similar alternatives.

### Desirable

A sound knowledge of UK Government policies in education, and the international HE operating environment.

Experience of building a network of contacts for information gathering

Experience of matrix project working and work output scheduling and co-ordination in a fast-paced environment

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

Have an in-depth knowledge and understanding of the principles of marketing and how different channels can be utilised to target different audiences.

### Desirable

Forward looking with commercial acumen



# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

## Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

**The deadline for receipt of applications is midnight on 21 May 2024**

**Interviews will take place on 31 May 2024.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





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