**Job description**

**Job title: Video Content Creator**

**Reporting to: Projects Manager**

Business Disability Forum is the leading business membership organisation in disability inclusion.

We are trusted partners, working with business, Government and disabled people, to improve the life experiences of disabled employees and consumers, by removing barriers to inclusion.

* We work with over 600 Members employing over 20% of the UK workforce, and a further 16 million people worldwide.
* We advise, support and encourage businesses (many of them global) to become more disability-smart.
* We influence policymakers by representing the voice of employers and disabled employees.
* We provide evidence-based thought leadership on how business affects the lives of disabled people.
* We help effect changes in business practices, products, services and policies, that positively impact the life experiences of disabled people, and also benefit business.

**Our values:**

* **Purposeful** – we are focused on removing barriers to disability inclusion
* **Evidence-based** – we are informed and driven by unique insights from our membership
* **Respectfu**l – we are supportive and approachable
* **Pragmatic** – we find practical solutions that business and Government can implement
* **Responsive** – we are constantly evolving to meet our Members’ and Partners’ needs
* **Bold**– we are thought leaders who are not afraid to challenge.

**Job purpose:**

The Video Content Creator will be responsible for creating, editing, and co-ordinating video content to proactively maximize BDF’s existing content from BDF’s Knowledge Hub. In this role, you will be part of a passionate team where your skills in creating compelling videos will be instrumental in producing excellent content that engages, informs and educates our Members and Partners. This role involves end-to-end production, from idea generation to final edits, ensuring high-quality, accessible and inclusive content is available across all platforms.

**Key tasks and responsibilities:**

* Co-ordinate end-to-end video production, including scripting, filming, editing, booking audio descriptions / voice overs, proofing captions and publishing within brand guidelines for BDF’s dispersed content from BDF’s Knowledge Hub.
* Take a briefing and conceptualise a creative video solution that will speak to our target audience, using visual storytelling to influence the viewer.
* Responsibility for creating, reviewing and editing accessible video, content from BDF’s events programme.
* Produce live-recorded interview videos (in-person and online), mini-documentaries, and animated videos within agreed project timeframes.
* Book, brief and liaise with speakers where they are required for videos, and ensure they complete any relevant paperwork.
* Liaise with external stakeholders who are collaborating with BDF on video creation.
* Work with our Multimedia Officer to manage and optimise our YouTube channel, including labelling, tagging, and archiving videos.
* Ensure compliance with filming permits and regulations, particularly in public spaces.
* Ensure best practice in accessible and inclusive video content including captioning, voice-overs, and audio descriptions.

**Other:**

* To build productive working relationships with key people both internally and externally.
* To work as directed by, or in collaboration with, the Leadership Team to deliver the current business plan.
* To participate in quality assurance and continuous improvement activities as required.
* To update and maintain accurate records on the company information system.
* To complete, agree with manager and maintain objectives and key results reviewing and updating them on a quarterly basis.
* To be familiar with and at all times adhere to BDF policies and procedures as set out in the employee handbook.
* To promote and comply with BDF polices on equality and diversity with specific reference to disability both in the delivery of services and the treatment of others.
* Any other duty as may be assigned that is consistent with the nature of the job and its level of responsibility. Any changes will be made in consultation with the post holder.

**Line management responsibilities:**

None.

**Working contacts**

**Internal**

* Events teams.
* Communications & Marketing team.

**External**

* Partners and Members.
* Expert practitioners.

**Person specification**

We assess how candidates and post-holders meet the criteria through: application (A), interview (I) or testing (T). Adjustments will be made for all candidates throughout the recruitment process.

**Experience**

**Essential:**

* Proven experience in end-to-end video production, including script writing, video recording, sound management, animation, and editing (A & T).
* Experience of creating both live recorded (in-person and online) and animated videos (A & I).
* Demonstrate creative storytelling abilities and adaptability to various creative briefs (A & T).
* Ability to engage, or learn to engage, confidently with people at all levels of seniority, and with different disabilities and needs (A & I).

**Desirable:**

* Experience with captioning, voice-overs, and audio descriptions (A & I).
* Knowledge and experience of creating accessible videos (A & I).
* Experience managing YouTube channels and optimising video content (A & I).
* Confidence using Adobe Suite video editing software (A & I).

**Skills**

**Essential:**

* Strong copywriting and storyboarding skills (A, I & T).
* Excellent video editing and production skills (A, I & T).
* Strong organisational and project management skills (A & I).
* Strong interpersonal skills to organise and direct video contributors (A & I).
* Willingness to provide support and coverage for colleagues (A & I).
* Acute attention to detail

**Desirable:**

* Knowledge of filming permits and regulations (A).
* Ability to adapt written content into engaging video scripts (T).

**Knowledge and attributes**

**Essential:**

* In agreement with, and supportive of, BDF values (A & I).
* Commitment to showcasing diversity in all video content (A & I).
* Willingness to travel, and readily available to attend the London office as required (A).

**Desirable:**

* Understanding of the challenges of creating accessible videos (A & I).
* Familiarity with key issues relating to disability inclusion and business (A & I).
* Knowledge of current trends in video content creation (A & I).

**Equal opportunities**

We are committed to becoming disability-smart and an employer of choice irrespective of race (which includes colour, nationality and ethnic or national origins), sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The ethical and business case of ensuring that our workforce is representative of wider society is at the heart of what we do. **When we are recruiting, disabled candidates who meet all of the essential criteria will be offered an interview.**

**General terms and conditions of employment**

**Based:**

* We are a hybrid workforce. Staff are to come into the office one day per week to work with the team and we are happy to discuss flexible working options with suitable candidates. The office is based at Business Disability Forum, Dowgate Hill House, 14-16 Dowgate Hill, London, EC4R 2SU. This role will also need to be able to travel to locations (mainly London) for filming and other content related duties.

**Hours:**

Our working hours are 9am-5pm (Monday – Friday), 35 hours a week. We offer opportunities for flexible working including variable start and finish times, hybrid or remote working.

**Length of contract:**

Permanent

**Salary:**

£33,000 to £35,000pa

**Probationary period:**

Three months.

**Annual leave:**

FTE 25 days per annum plus statutory and bank holidays (usually 33 days in total).

**After 3 months:**

Auto-enrolment Workplace Pension Scheme 8% of gross salary.

**After probation:**

* Permanent Health Insurance.
* Group Death in Service (Life Assurance 3 x Annual Salary).
* AXA Private Medical Scheme (PMI), or
* Westfield Private Medical cashback scheme
* Employee Assistance Programme.

**Accessibility statement**

Business Disability Forum is committed to ensuring that all its information, products and services are as accessible as possible to everyone.

If you wish to discuss anything in regards to accessibility or if you require alternative formats, please contact Barnaby Powell:

Tel: 020-7403-3020.

Email: barnabyp@businessdisabilityforum.org.uk.

**How to apply**

Applications should be by CV, an example of a video you have created and edited and a supporting statement, of up to 400 words, detailing why you think you would be suitable for the role. Please also share up to three videos, on any subject, that you have created, so we can see your work.

If you require any adjustments to the application process please contact Barnaby Powell as set out below. Applications should be addressed to Barnaby Powell, HR & Office Manager, Business Disability Forum, Nutmeg House, 60 Gainsford Street, London SE1 2NY. If you are submitting your application by email please do so to barnabyp@businessdisabilityforum.org.uk

* Closing date for applications: Sunday, 21 July 2025.
* First interviews are planned for 5 & 6 August 2025.
* Second interviews are planned for 12 & 14 August 2025

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For further information on Business Disability Forum please refer to www.businessdisabilityforum.org.uk.