

JOB DESCRIPTION

Job Title:

Media Development Assistant

Line of responsibility: CEO

Purpose of Job / Key objectives:

The Media Development Assistant supports, performs and coordinates a broad range of technical functions connected to the production, design, set up, implementation and maintenance of media services and productions. The position receives moderate supervision.

This technician will work under the supervision of the Principal Teacher / CEO. The responsibilities include; use and basic maintenance of a range of specialist software and hardware in media; assisting in the development of learning materials, the delivery of uLearn Naturally Media Services and other related functions concerned.

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the Trust's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the Trust's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- The maintenance of confidentiality is critical, as is correct alignment to the Trust's strategies and service tactics.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

Typical Duties

1. The uLearn Naturally Media Services provision involves both internet radio and printed publication media. The Media Development Assistant will assist in maintaining the radio provision scheduling and support all aspects of the publishing / broadcasting process related to media production.
2. Oversees the use of various media equipment, including video, film, photographic and audio equipment. May oversee or operate highly technical or complex equipment, such as multi-media and computer projection equipment.
3. May assist in training, scheduling, and distributing media production work of other staff, members, students and other agents. This will mainly be related to supporting the development of learning resources.
4. To provide a digital audio and / or video recording / broadcasting function.
5. Provides information and advice to a diverse public body on technical matters to support accessibility client satisfaction. Responds skilfully to a customer / member questions and any complaints that may arise.
6. May consult with clients in the planning of media production projects or events, and in developing well considered budgets.
7. Will be responsible for quality control aspects of basic media productions and projects.
8. May coordinate equipment installation, maintenance and repair needs, including troubleshooting and performing minor maintenance on equipment and systems.
9. May make recommendations for equipment purchases, system design, and facility utilization.
10. Any other duty or responsibility which might reasonably be required by the Principal / CEO.

Typical Requirements

- **Education:** Secondary school graduate or equivalent plus technical school / higher education (or equivalent), with courses in media studies and instructional media preferred.
- **Skills and Experience:** Significant related technical experience and thorough knowledge of the use and maintenance of media equipment.
- Awareness of current developments in learning and education in all or some of the **STEAM** subjects; Science, Technology, Engineering, the Arts and Mathematics.
- **Will have interests in community and family development matters, particularly focused on BAME communities' equalities needs;** valuing highly the removal of inequalities in educational achievement and the advancement of culturally enriched high quality educational experiences tailored to BAME aesthetics and learning modalities.

Abundance Centres (UK) – uLearn Naturally Learners' Co-operative

Key conditions of service

Location:	Abundance Centres (UK) Chestnuts Community Centre, 280 St Ann's Road, London N15 5BN + other local centres.
Hours:	35 hours per week, including some evening and weekends. Days/hours to be agreed.
Contract:	tbc
Salary:	£18K per annum pro rata
Leave:	25 days pro rata
Probationary period:	3 months

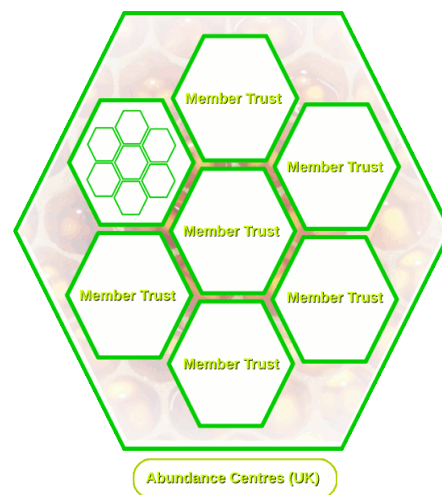
More Info on The Trust

The Abundance Centres (UK) Development Trust [referred to as The Trust] is a constituted organisation (not-for-profit company) operating as a social enterprise. We are a pioneering community-led learners' co-operative focused on improving the educational, physical and social well-being of children contextualised within family and community. We also trade as uLearn Naturally Learners' Co-operative.

Complementing our values of education and well-being, we are determined to work holistically thus valuing high quality leisure and relaxation time, intelligent play, mindfulness and social networking. We know these to be typically under realised integrals to life-long learning, they are evidenced to enable truly increased consciousness, competencies and social cohesion for both children and adults.

The nature of our co operative constitution has allowed us to bring together many leading organisations (similar to the mode of a consortium), thereby bringing the benefits of a broad range of expertise and experience. As a not-for-profit company we will continue to refine our governance structures to achieve our cooperative aims perfectly, offering an increasingly broad range of support services and products to our Member Trusts.

In general the objectives of the Trust are to carry out activities which benefit the communities of UK and members of the Trust in regard to true community engagement, family directed learning and personal development in the realms of education, well-being and social networking. In particular, our mission is to establish and maintain centres of service with the principles and general intention of bringing about community engagement, creativity, cross-curricular learning and/or unified ways of coming to know that which specifically enables and enriches the learning of the sciences and maths through the arts, intelligent play and the dissemination of wholistic pedagogical (learning) practices.



JOB DESCRIPTION: Media Development Assistant - [page: 3 of 4]

Abundance Centres (UK), Chestnuts Community Centre, 280 St Ann's Road, London N15 5BN

eMail: thinktank@abundancecentre.org tel: 020 8144 1720 web: abundancecentre.org ulearnnaturally.org

Abundance Centres (UK) – uLearn Naturally Learners' Co-operative

Membership to this Umbrella organisation:

Community groups and associations can become members (Member Trust) of the umbrella organisation Abundance Centres (UK) Development Trust. Membership expands and enriches our network of community-led learners' cooperatives strengthening our capacity to secure resources and strategic advantage for them and the collectives they serve. The general public may also become members through our direct uLearn Naturally Learners' Co-operative courses, services and products.

The Trust provides general guidance and support on matters of best practice, policy and intelligence regarding relevant local, national, European and global issues and developments. For Member Trust status, access to these services and products, and strategic advantages each Member Trust is charged a nominal or fixed membership fee (which is reviewable), payable on a quarterly term (3 monthly) basis or other such terms as the Trust may periodically determine.

Member Trusts are independent organisations with their own powers of sovereign governance, they are NOT branches, franchisees, subsidiaries nor joint-venture partners of Abundance Centres (UK). This said all guidance and directives we issue must be considered carefully by Member Trust's Executive Committees.

The specific benefit of our overall ethos, stated above, which we bring to our projects and programmes is that we effectively:

- contextualise nature through creative pedagogies to best bring out core knowledge, freedom of expression and well-being from learners; peace, mindfulness, principled living, productive capacities, healthfulness, humanity (dignity).
- support the learning of children and families of all backgrounds within respect of their family and community cultures.

Currently there is much evidence to point to the need for more creative approaches to education to honour real learning potentials, the need to make intelligent play and culturally sound early learning experiences relevant to our rapidly changing society is of utmost importance in the growing call for social justice and the removal of systemic inequalities.

Towards communal long-term advantage we work to refine and build up study groups, management teams and networks, drawing upon London wide talent, national and even international experience, with a view to bringing systematic enrichment everywhere within our national (UK) remit and beyond.

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