



## Volunteer Photographer - Role Description

<b>Hours per week:</b>	Flexible to include: <ul style="list-style-type: none"><li>- visits to the warehouse during office hours</li><li>- occasional weekends/evenings</li></ul>
<b>Commitment:</b>	Minimum of 6 months.
<b>Reporting to:</b>	Fundraising & Communications Coordinator
<b>Purpose of the job:</b>	To take photographs regularly at the warehouse, at events, and on location for specific comms such as blogs/case studies.
<b>Location:</b>	Home-based, at the warehouse in Fishponds and on location around Bristol.

We are looking for a volunteer who can take good quality photographs to support and improve our communications, for use on the Baby Bank Network Bristol website, social media, blogs and other on/offline marketing materials. This involves taking photos of donations and volunteers at our warehouse, at Baby Bank Network Bristol events, third party events we attend, and photos of people to use with specific case studies e.g. referral partners and families we work with.

This role also involves supporting with the development of and maintenance of an internal photo bank system.

Although filmmaking is not a requirement of this role, if the volunteer has the skills and experience to make short films that would be very much welcomed!

### Main tasks

- To take photographs at Baby Bank Network Bristol events or third party events we are taking part in e.g. Great Bristol Run
- To visit the Baby Bank Network Bristol warehouse to take photographs of donations, volunteers and staff, as needed and at an agreed times during office hours, but with flexibility for when this would be each time.
- To take photographs on location around Bristol to support specific case studies for our communications. For example, of our referral partners and the families we work with.
- To ensure relevant consent is gathered and stored appropriately from people when taking photographs, following Baby Bank Network Bristol policies and processes.
- To support with the development and maintenance of an internal photo bank system, cataloging and filing photos appropriately.

### Additional tasks (where required and agreed)

- To support with preparing photographs and other images for social media, ensuring images are suitable for each platform (Facebook, Instagram and Twitter).
- To support with editing and preparing photographs for other Baby Bank Network Bristol communications such as; our website, newsletters and blogs.

## **Person Specification**

### **Essential:**

- Enthusiastic, positive and reliable.
- Ability to communicate effectively with people from a range of backgrounds.
- An interest in and understanding of the challenges the families we support are facing.
- Good photographic skills and some previous experience of taking photographs for on/offline marketing and/or at events.
- Excellent IT skills.
- Ability to travel to the warehouse in Fishponds and around Bristol to take photographs at events and on location. Agreed travel expenses can be reimbursed.
- Ability to work within and follow Baby Bank Network Bristol's policies and procedures..

### **Desirable:**

- Previous experience of taking photographs in a similar capacity for a business or charity.
- Previous experience of developing and maintaining a photo bank to catalogue photos.
- Previous experience of editing photographs to use for online communications such as social media.

## **Equipment**

Unfortunately, as a small charity we are currently unable to provide photography or IT equipment to be used at home for this role.

- Able to provide your own camera and equipment suitable for the role.
- Access to a suitable electronic device to access the Baby Bank Network Bristol Google drive in order to fulfill the role as detailed above. This can be accessed via your mobile.

## **We can offer you:**

- The opportunity to gain experience of working as part of a busy and growing charity supporting your local community.
- On-going support and supervision in your role.
- The opportunity to learn new skills.
- Reimbursement of out of office expenses incurred while carrying out activities for Baby Bank Network, for example travel.
- The opportunity to develop your photographic portfolio.

*Note: You will be credited appropriately for any photographs that are used in our communications and publicity. Any intellectual property which you create in the course of working for Baby Bank Network will belong to Baby Bank Network and you will need to confirm all existing and future intellectual property rights to Baby Bank Network in consideration of £1.*