



VOLUNTEER ROLE DESCRIPTION

Our vision is to foster a corporate environment where neurodivergent people are understood and form an invaluable part of the work culture – could you help us achieve this?

If you require this role description in an alternative format please contact

volunteer@neurodiversityinbusiness.org

Title	Video Editor
Team	Marketing and Communications
Number of hours	3-5 hours per week
Timing of your volunteering	<p>You can volunteer the bulk of your hours at times that work for you.</p> <p>Please note that there will usually be a requirement for you to attend regular team meetings (generally two per month, but varies by marketing function). You may have the opportunity to influence the timing of these team meetings at a later date, but this cannot be guaranteed.</p>
Location	Working from home/remote-friendly
UK-based? (this may apply to a few of our roles)	No – our marketing volunteers come from around the world!
Expenses	Reasonable expenses will be paid in accordance with our expenses policy if your volunteering requires you to attend a venue away from home.
Conduct expectations	We expect you to treat other NiB volunteers, staff and any stakeholders with whom you have contact on NiB's behalf, in an inclusive and respectful manner at all times. You will be expected to sign a non-disclosure agreement before joining us and to comply with our internal policies and procedures.
Start date	ASAP
How to apply	Fill in the form on our website (on the Volunteer With Us page)
Interview process	There will be a two-stage process. The first stage is a general interview to get to know you and understand your motivation for joining us. The second stage is an interview with the Team Lead or person with whom you would be working, where your role-related skills will be discussed.

Volunteering with NiB

- We are committed to creating an inclusive and diverse volunteering community where everyone's contributions are valued and respected.
- We aim to provide the support you need to be happy and productive in your role
- We offer reasonable adjustments during the interview and selection process as well as in your role – please just let us know what would help you and when

Team function

Our Marketing and Communications team is a dynamic group responsible for promoting the NiB mission and helping our teams communicate about their work to corporate members, individual members, partner organisations and the wider community.

Tasks and responsibilities

We're looking for a video editor to do basic editing of short-form interviews, information and social content to share the NiB mission with corporate members and the community.

Under the direction of our Design and Video Team Lead, you would be responsible for approximately 4 editing assignments per month.

Some graphics experience would be beneficial in this role to create cover graphics from templates and for other similar requests.

Skills and experience we're looking for

- Experience with editing video, including cleaning up audio and adding titling and graphics
- Experience or ability to learn Teams and SharePoint, as raw footage and final edited videos are shared and stored via these platforms
- Basic graphics creation experience would be helpful