

## Charity Photographer & Videographer Volunteer

The Charity Media Photographer & Videographer will need to be creative and passionate while capturing the impactful work we do and share it, with our supporters. The volunteer will have a strong understanding of visual storytelling, with the ability to create high-quality photos and videos that communicate the mission, programs, and the real-life impact of our work. This role is vital for showcasing our cause and engaging with our community through compelling visual content.

### What will you do?

#### Key Responsibilities

- **Photography & Videography:**
  - Capture high-quality photos and videos at charity events, programs, and community outreach activities.
  - Document the stories of the people and communities we serve to highlight the impact of our programs.
  - Work with staff and beneficiaries to stage shots and record stories in a respectful and ethical manner.
  - Ensure that all media created aligns with the brand identity and messaging of the charity.
- **Content Creation & Editing:**
  - Edit photos and videos to ensure high-quality, professional results.
  - Create multimedia content for use as (e.g., promotional videos, social media posts, event recap videos, and impact stories).
  - Develop creative and engaging content for fundraising campaigns, communications, and marketing.
- **Collaboration & Strategy:**
  - Work closely with the media team to understand content needs and contribute to the development of the visual strategy.
  - Attend Weekly Social Media Meetings to brainstorm ideas and ensure photography/videography needs are part of what we deliver.

- **Archiving & Management:**
  - Maintain an organised archive of photos and videos for future use.
  - Organise all current photos of events and occasions
  - Ensure all content is stored securely and catalogued for easy access by the team.
- **Event Coverage:**
  - Travel to various charity events, programs, and locations to document activities as needed.
  - Work with event organizers to ensure key moments are captured and edited for distribution with support from the social media team.
- **Community Engagement:**
  - Ensure that all captured moments tell a genuine and respectful story that aligns with the values of Citizens Advice Bromley.
  - Engage with the community, participants, and stakeholders in a way that makes them feel comfortable and understood in the content produced.
- **Confidentiality:**
  - Make sure that any video, photos or any content relating to the general public, clients, staff and volunteers has documented consent where appropriate.
  - Keep an organised catalogue of permission slips relating to all charity events, programs, and community outreach activities for use now or later should they be needed.
  - Create a methodology to ensure those that do not want to take part in group events are identified so that their image is not used or shared.



## What's in it for you?

- Gain and build on valuable skills and experience such as communication, admin, IT skills and working in a team.
- Contribute to the smooth running of the Citizens Advice Bromley service which makes a real difference to people's lives.
- Work with a range of different people, independently and in a team.  
And we'll reimburse expenses too, within limits.



## What do you need to have?

You don't need specific qualifications or skills, but you'll need to:

- Be friendly and approachable.
- Respect views, values and cultures that are different to your own.
- Have good communication (written and verbal), listening, interpersonal abilities and IT skills - essential.
- Attention to detail and accuracy in handling tasks.
- Proven experience as a photographer/videographer, preferably in a non-profit, charity, or community-based environment or someone has a keen interest and skills – essential.
- Expertise in using professional photography and videography equipment, including cameras, lighting, and audio recording devices.
- Strong editing skills in Adobe Creative Suite (Photoshop, Lightroom, Premiere Pro, etc.) or other industry-standard software – desirable.
- A portfolio demonstrating previous work, including photography, videos, and multimedia content.
- Strong storytelling skills and the ability to capture emotional, impactful moments – desirable.
- Excellent communication and interpersonal skills to collaborate with staff, donors, and community members.
- Ability to work independently, manage time effectively, and meet deadlines.
- A passion for social causes and a commitment to helping others.
- Be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection.
- Discretion with sensitive information and maintaining confidentiality.
- Experience working in the charity or non-profit sector – desirable.
- Knowledge of social media platforms with basic graphic design skills (e.g., creating promotional materials).

### Additional Information:

- Occasional travel may be required to document events or visits to remote locations.
- A flexible schedule may be needed to accommodate events or shoots outside of standard working hours.
- This position may involve sensitive content; the candidate must be able to handle emotional situations with professionalism and respect.



## How much time do you need to give?

We ask that you can volunteer for at least a minimum of 1 year and be flexible about the hours that you volunteer due to the role needed. Come and talk to us. Our vacancies are across all our departments.



## Valuing inclusion

Our volunteers come from a range of backgrounds, and we particularly welcome applications from racially minoritised people/people of colour, disabled people, people with physical or mental health conditions, LGBTQ+ and non-binary people.

If you are interested in becoming a Charity Photographer & Videographer volunteer and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



## Contact details

Please contact Volunteer Recruitment for further information and application form at Citizens Advice Bromley, Community House, South Street, Bromley BR1 1RH or email her at [Recruitment@citizensadvicebromley.org.uk](mailto:Recruitment@citizensadvicebromley.org.uk)