

Thriving Community Project Job Description Form

Job Description

Job Title:	Workshop Leader (Photography / Graphic Design)
Department/Location:	Community Projects
Reports to:	Managing Director
Responsible for: N/A	
Hours of work:	2 hours per Workshop
Salary:	£40.00 per hour
Summary of Position: To run 5-6 workshops with a group of students to create a community cookbook for recipes found by members of the community on a freelance self-employed basis.	

Primary Responsibilities

- **Photography Workshops:**
 - Guide students on what equipment is needed to take photos of well-presented food for the context of a cookbook.
 - Provide practical advice and guidance on the various types of shots needed so that the food can be presented in the best way.
 - Guide students on undertaking professional headshots / casual shots of members of the public who create the recipes.
- **Graphic Design Workshops:**
 - To teach students how to format and put together a community cookbook.
 - To guide students on editing and formatting a cookbook using the best applicable tools and software.
- **Live Events:**
 - To prepare students to take photographs at various live events.

Person Specification		
	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> Photography, media or graphic design technician qualification HND or NVQ 	<ul style="list-style-type: none"> Teaching qualification to students at college level or above.
Experience	<ul style="list-style-type: none"> Graphic design professional experience Photography experience Media design 	<ul style="list-style-type: none"> Experience of teaching students in an educational establishment
Qualities and Attitude	<ul style="list-style-type: none"> Keen interest in community work and the volunteering sector Use of initiative Supportive team player Reliable and approachable Hardworking Ability to work within tight time frames Easily adaptable Ability to travel between various sites in Rushmoor, Hart and Surrey. 	
Knowledge	<ul style="list-style-type: none"> Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), and other relevant tools. 	
Skills	<ul style="list-style-type: none"> Excellent technical skills Excellent teaching skills Advice and guidance skills Administration skills Organisation skills Time management skills Good written and verbal communication skills for engaging with audiences. 	

Competencies (see Interview Guidance Notes)

Qualification & Training	Experience
Qualities & Attitude	Knowledge
Skills	

Prepared by

Name:	Nathalie Moutia	Signature:		Date:	20/07/2025
Title and/or Department:	Managing Director				

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.