https://thesbr.org.uk/job/heritage-waterwheel-project-assistant-2-2-2-2-2/

Digital Media & Archiving Technician

Description

The Digital Media & Archiving Technician supports the Sustainable Business Resource by capturing, organising, and presenting digital content that documents the company's development, heritage, environmental work, and community activities. This role gives digital-focused students meaningful experience in media production, archiving, and storytelling within a values-led organisation.

The student will help photograph and film project activities, organise digital files, create short media pieces, and contribute to the development of a structured digital archive. They will support the creation of accessible content for the website, social media, and internal project records. The role blends creativity, technical skill, organisation, and gentle communication.

Key Responsibilities

- Capture photographs and short video clips of project activities (heritage, biodiversity, STREAM, events)
- Organise digital files into a clear archive structure
- Edit simple media pieces (short videos, photo sets, digital stories)
- Support the creation of content for the Sustainable Business Resource website
- Assist with documenting the Village Concept and other site developments
- Help maintain consistent visual standards and gentle storytelling tone
- Contribute to digital materials for partner organisations
- Uphold Grow Forward's values of clarity, care, and respectful representation

Project Components

- Photography and videography
- Digital archiving
- Media editing
- Website content support
- Contribution to Grow Forward's digital storytelling strategy

Skills Gained

- Photography and video capture
- Basic editing and media production
- Digital archiving and file management
- Communication and visual storytelling
- Teamwork and gentle leadership
- Understanding of digital standards for community organisations

Safeguarding & Safety Notes

Employment Type

Part-time, Intern, Volunteer

Working Hours

24–30 hours total (4–5 weeks × 1 day per week)

Duration of employment

Optional extension to 120 hours across the academic year

Experience

No Previous Experience Required

Reporting Line

Reports to: Sustainable Business Resource Media Coordinator

Expected Outputs

- A structured digital archive folder
- A small set of edited photos or short videos
- A digital story or media piece for the website
- Contribution to Grow Forward's long-term digital record
- Complete case study presentation

Date posted

November 4, 2026

- All public-facing media capture supervised
- Clear boundaries around photographing visitors and minors
- Emphasis on emotional safety, confidence-building, and supported creativity
- No unsupervised external publishing