

**Position Description**

**Position title Project Officer**

Reports to Chair of Reference Group

LCA department Office of the Bishop (50.500 Committee)

Classification Fixed-term contract

FTE 0.3 (flexible hours)

Employment period 1 November 2017 – 30 June 2019

Location By negotiation

**Objective of position**

To manage the production of ten short videos about key Lutheran teachings

**Primary responsibilities**

The Project Officer will:

* develop and manage the operations plan and budget
* write scripts, in consultation with the reference group
* oversee the production of each video from start to finish .

**Duties**

More specifically, the Project Officer will

* scope the project and develop an operations plan and budget, with timelines, reporting dates and deliverables
* develop a list of project requirements and source resources, including consultants who can lend expertise to the project
* work with the reference group to develop key topics and themes to be explored in the videos
* write and revise scripts, in consultation with the reference group and co-opted consultants
* investigate options for talent and filming locations in order to reflect diversity across the church, minimise costs and to future-proof the videos
* engage a videographer to film and edit
* oversee the production of each video from start to finish
* report as required to the reference group on progress against the operations plan and budget
* undertake such other duties as from time to time may be required.

**Qualifications, skills and qualities**

* Excellent creative communication skills
* Experience in script-writing for video, or demonstrated related skills; experience in video production is an advantage
* High-level interpersonal relationship skills, particularly for working in small teams
* At least a working understanding of key Lutheran teachings and how they speak to modern-day Australians and New Zealanders
* Ability to work unsupervised and demonstrate initiative
* Ability to prioritise tasks and meet deadlines
* Attention to detail and commitment to high quality
* Active member of the Lutheran Church, and with a passion to support the LCA to be a church *where love comes to life*

**General terms of appointment**

The Project Officer will agree to

* work in a Christian environment and uphold the values and teachings of the Lutheran Church of Australia
* abide by all LCA policies and comply with procedures as applicable
* observe and comply with the LCA Work, Health & Welfare policies and procedures.