

Production Lead

CAP celebrates the value of diversity and our aim is for our workforce to be as inclusive as possible as well as representing the communities we serve. With this in mind, we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are committed to continue building an environment that embraces diversity and includes all.

Context

The People and Place department is steadfast in its mission to see CAP as a highly desirable workplace in the Christian world; attracting and retaining the very best people. We exist to enrich the employee experience, supporting our people as they inspire and equip churches across the UK to help people out of debt and poverty and see them become followers of Jesus. We seek to do this through advocating wellbeing, encouraging a healthy culture, equipping through learning, providing skilled advice and leading excellent events across the organisation.

The Events and Engagement team, sitting within People and Place, aim to provide employees with excellent experiences to help CAP workers stay engaged, motivated and inspired in their roles and the mission of CAP. Experiences include virtual events, training, national and regional conferences, fundraising events and exhibitions, as well as seasonal initiatives, awareness days and delighters during the work day. We believe in excellent organisation and clear communication, working closely with stakeholders to ensure events and engagement strategies are executed effectively and are an excellent experience for the people attending, whether that is for supporters, partner churches or CAP staff. We believe in excellent organisation, clear communication and providing a space for attendees to learn, network, be inspired and be refreshed.

Purpose

Across the charity we organise and run over 30 events a year, serving our employee engagement strategy, People Development team and Fundraising teams. We also have regular Support Hub wide worship time and staff meetings. This role oversees the AV requirements and equipment for all these events across CAP.

This role reports to the Events and Engagement Manager and has no line reports.

Role

Accountabilities

- Coordinate all visual and audio needs for CAP's events, both in Jubilee House and events we hold throughout the UK
- Coordinate set up and set down of equipment at events
- Run the AV at certain events

- Coordinate and train a volunteer team to assist at larger events or run smaller events
- Manage the upkeep and booking of CAP's AV equipment for events
- Liaise with external AV companies when needed
- Run the electrical booking system, ensuring we are meeting health and safety standards with our electrical equipment
- Responsible for the renewal of CCLI and any relevant insurances.
- Responsible for all internal media requests, the scheduling and the delivery of
- Lead or assist in the coordination and logistics of events
- Coordinate volunteers, and equipment for hybrid events for Support Hub and local CAP staff
- Support CAP's spiritual rhythm delivery, both for online and in-person worship services several times a week
- During the events, manage logistics, queries, and tech equipment; problem solving as things occur.
- Manage allocated budget on specific events.
- Ensure relevant health and safety procedures are followed at all events.
- Ensure we are sourcing as ethically as possible.
- Work with the internal Communications team to produce content for internal events.
- Work with the Events team to provide AV solutions for all CAP events, in line with stakeholder requirements.
- Collaborate with an external AV consultant to develop and implement innovative strategies for enhancing CAP's AV technology.
- Work closely with the Events and Engagement Managers team to ensure smooth event execution, including administrative duties and physical tasks such as room setup, breakdown, and on-the-day event support.

Measurable outputs

- Successful running of AV at all CAP Events, with over 90% positive feedback
- Confident team of volunteer AV technicians who are able to help out at large events or run smaller events
- Manage all hybrid event organisation and preparation processes to achieve agreed timescales
- Produce and deliver all internal video content: branded, edited and accessible appropriately in line with stakeholder requirements
- Successful management of CAP AV equipment
- Meet all event planning deadlines and objectives
- Achieve consistently positive feedback from all stakeholders in national conferences and training events (local CAP workers, HO staff, Managers and Core Team)
- Projects/tasks set by the Events & Engagement Manager completed on time and to the expected standard
- Meeting Staffing Fundraising target set by Head of People & Wellbeing.

Culture

- Clearly live out and embrace the cultural values of CAP.
- Clearly demonstrate a heart and passion for the charity.
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the charity.

Other responsibilities include:

- Travelling across the UK for events throughout the year.
- Being away from home for a number of evenings and some weekends during the year.
- Working outside of core hours (9am - 5pm) where required.
- Being willing to pray with staff and fully engaged with our Christ-centered culture.
- Encouraging friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives.
- Attendance at annual CAP staff conferences.
- Completing all compulsory CAP training within given timescales.
- This role falls within the scope of the FCA's conduct rules, and you will be provided with training as to how these apply to the role. It is your responsibility to ensure that you follow these conduct rules.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances.

Person:

Education:

- HND or equivalent level of education

Experience:

Essential

- Experience operating a range of digital and analogue mixing consoles in a live environment
- Working knowledge of audio recording software
- 3 years' experience mixing sound for live events, including live music and conferencing
- Competent working with a range of visual presentation applications including ProPresenter,, PowerPoint and Keynote
- Working knowledge of Adobe Premier and Photoshop to support with video editing and graphic design tasks.
- Experience working with video switchers using a variety of sources and standards, including live camera feeds
- Competent to undertake basic equipment maintenance and repair

- Working knowledge of relevant health and safety standards and practices
- Setting up, managing, and troubleshooting live streams for hybrid events, ensuring a smooth, high-quality experience for both in-person and remote participants.

Desirable

- Experience in coordinating project related tasks
- Working knowledge of production lighting including DMX protocol
- Project management

Skills/abilities:

- Excellent organisational skills
- Personable and friendly
- Project management skills
- Strong eye for detail
- Self motivated and able to meet tight deadlines
- Ability to work to tight deadlines and deal with last minute content changes at events
- Able to prioritise well
- Good at communicating what tasks they are working on and when they will be complete
- Able to negotiate with suppliers effectively
- Able to delegate when necessary
- Excellent troubleshooting and problem solving skills
- Able to think quickly in a live environment
- Full UK Driving license, confident driving a van

Christian commitment:

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values.
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of their own personal faith and in line with CAP's Statement of Faith.

All adults working in or on behalf of CAP have a responsibility to safeguard and promote the welfare of children and adults. This includes:

- A responsibility to ensure a safe environment in which CAP services can be delivered.
- Identifying children and adults where there may be safeguarding concerns.
- Following the CAP *Safeguarding policy* in addressing any concerns appropriately.

July 2025