



Job Description

Job title	Videographer and Video Editor (The Sacred Podcast)
Reporting to	Marketing and Communications Manager (Theos)
Staff responsibility	None
Location	London-based for a minimum one day a week in the office with travel to shoots in London required

What we do

Theos is a Christian think tank which exists to stimulate debate about the place of religion in society, challenging and changing ideas through research, commentary and events. As part of the wider Bible Society, Theos seeks to promote a biblical imagination for society across politics, media, the arts, education, and business.

The Sacred podcast – a project of Theos - began in 2017, as a response to growing polarisation. Elizabeth Oldfield (host) offers a safe haven for her guests to explore their deepest values and the stories that shape them, in order to encourage empathy and understanding between guests and listeners across our cultural divisions.

Since its inception, *The Sacred* has garnered an increasingly large listenership, positive feedback (4.8 stars on Apple podcasts) and various high-profile guests including Nick Cave, Dame Prue Leith, David Baddiel, Jameela Jamil and Rainn Wilson. Last year, significant developments in visual content production increased its listener base substantially and the podcast is growing from strength to strength.

Summary of role

Work closely with The Sacred production team to shoot, edit and deliver regular audio and video content for *The Sacred Podcast*, including fortnightly episodes, special Sacred Live episodes and other content as required.

This role will lead on the production for most of the regular video and audio outputs for the podcast with editorial input from the wider team, and opportunities for creativity and the development of new content streams.

Main responsibilities

- Lead on the production of video content for the podcast
- Film on location, mostly in SE London but also in other locations across the UK (and possibly internationally as required). Plan video shoots, maintaining gear and ensuring optimal visual and audio set up for recordings
- Work independently and as part of a team to deliver content to a high quality and on time

- Collaborate closely with the Sacred Marketing Support Officer on filming and visual direction of in-person episodes, ensuring a consistent look and feel for video content across all Sacred social and digital media channels
- Edit podcast episodes, filmed both remotely and in person
- Attend *Sacred Live* events and any other live events as required

General

- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate in the life of Theos and in the wider Bible Society as required

Who we need

Knowledge and experience

- Knowledge of different aspects of videography and video editing with hands-on experience (including multi-camera setups, camera operation, lighting fundamentals, microphone set up techniques and post-production)
- Some understanding of The Sacred Podcast, public theology and Theos' mission and objectives
- Strong experience in shooting and editing video content, either for TV, digital media or corporate/charitable organisations

Essential skills

- Practical production skills inc. checking and maintaining gear, ensuring smooth running of visuals and audio during recordings and technical trouble shooting
- Strong shooting and editing skills (preferably with Adobe Premier Pro, or DaVinci Resolve) with the ability to shoot and edit video content from an initial script/ brief through to a final product
- Audio editing skills inc. microphone techniques, live mixing and monitoring, editing fundamentals
- Excellent communication and listening skills, ensuring collaborative working with other crew or members of The Sacred production team
- Great time management and planning to keep track of every aspect of production and ensure deadlines are met
- Has a strong aesthetic eye and the ability to translate The Sacred's values and vision into a distinctive visual identity

Desirable skills

- Experience with creating graphics in After Effects
- Experience of mixing/ mastering audio

Personal attributes

- Strong eye for detail
- Works efficiently and executes all output to high standards
- Ability to work as part of a team
- Demonstrated interest in podcasting

- A commitment to the work, values and objectives of Theos with a willingness to get stuck in beyond the camera work, engaging with the wider vision of The Sacred and playing an active role in shaping ideas and creative direction
- Willing and able to work out-of-hours on occasion

Culture and character

Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

Prayerful – we're honest, attentive and humble, because we work in the sight of God

Imaginative – we're experimental, creative and dynamic, because we're made in the Creator's image

Bold – we're willing to work hard and face hard questions, because we trust each other

Skilful – we study, learn and practise, making the effort to serve others with our best

Joyful – we enjoy our work and seek to build others up, because we're designed to flourish together

Character

As well as recruiting for talent, experience and expertise, we're interested in the character of our staff. We'd like to know how you demonstrate the following:

Character for leadership – you'll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

Character for teamwork – you'll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

Character for followership – you'll be committed to our vision and mission and will constructively and proactively support these so we operate effectively.

Date produced: November 2025

Updated:

Bible Society
 Stonehill Green, Westlea, Swindon SN5 7DG
 Registered charity 232759
 01793 418222
biblesociety.org.uk
Patron: His Majesty the King