

<b>Group Member:</b>		Luminate Education Group	
<b>Job Title:</b>		Video Editor	
<b>Reports to:</b>		Film Producer and Editor	
<b>Job Grade</b>	LEG A	<b>Department</b>	Marketing

**ROLE SUMMARY:**

We're looking for a creative and highly skilled **Video Editor** to join our Marketing team. Working alongside our Film Producer, you'll play a key role in shaping the visual identity of Luminate Education Group.

You'll edit everything from high-impact brand campaigns to fast-turn, performance-led social content. We need someone with a sharp editorial eye, a mastery of social-first storytelling, and a genuine passion for creating content that resonates with a youth audience.

**SPECIFIC ROLE RESPONSIBILITIES:**

- 1. Post-Production Ownership:** Support on the edit of major campaigns using Premiere Pro, from initial assembly to final delivery, ensuring narrative flow and high-end finishing.
- 2. Social-First Creation:** Design and deliver native content for YouTube, TikTok, and Meta, ensuring messaging is optimised for each platform's unique UI and audience behavior.
- 3. Motion & Graphics:** Use After Effects to apply dynamic motion graphics, kinetic typography, and transitions that enhance social engagement.
- 4. Technical Understanding & AI Innovation:** Perform basic colour correction and sound mixing. You'll also leverage AI-assisted tools to streamline workflows and enhance creative output.
- 5. Production Support:** Assist on-site during shoots, supporting the Film Producer with kit setup, media management, or second-camera operation when required.
- 6. Creative Problem Solving:** Rework existing footage creatively to improve storytelling or breathe new life into evergreen content.

**CORE RESPONSIBILITIES:**

- 1. Project Management:** Confidently manage multiple projects and deadlines, balancing long-form brand pieces with reactive social requests.
- 2. Asset Management:** Maintain clean project workflows, organised media servers, and robust archiving/backup protocols.
- 3. Stakeholder Collaboration:** Act as a creative partner to curriculum members, helping translate educational goals into compelling visual stories.

4. **Trend Awareness:** Stay at the forefront of video trends, AI editing tools, and platform updates to keep our output fresh and competitive.
5. **Brand Ownership:** Ensure every edit, regardless of the platform, is on-brand, on-message, and executed to the highest quality.
6. **Software:** Proficient in Adobe Creative Suite (Premiere Pro, After Effects) as well as Capcut for mobile edits.

**GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the group's values:

**Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

**Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

**Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

**Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

**Passion**

*Encouraging all to have aspiration and passion in everything they do.*

**Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Video Editor
<b>Department</b>	Marketing

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
D	Q1. A degree or equivalent professional qualification in Film Production, Post-Production, Digital Media, or a related creative field.	A / C
E	Q2. Evidence of a high-quality professional portfolio or showreel demonstrating a range of styles.	A / I / P
D	Q3. Evidence of continued professional development (CPD) in AI-assisted video tools or emerging post-production technologies.	A / C

<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>

E	EK1. Experience editing social media content (TikTok, Reels, YouTube) within a professional setting.	A / I / P
E	EK2. Understanding of social-first storytelling, engagement hooks, and audience retention tactics for a youth/student demographic.	A / I / P
E	EK3. Understanding of Premiere Pro and After Effects.	A / I / P
E	EK4. Practical experience in colour correction and sound design/mixing	A / I / P
E	EK5. A full UK driving license and access to a vehicle (or the ability to travel flexibly between Group campuses and shoot locations to transport production equipment).	A / I / P
D	EK6. Experience working within an "in-house" creative team or agency environment, managing multiple stakeholders and brand guidelines.	A / I / P
D	EK7. A keen interest in Photography, Composition and DSLR Cameras.	A / I / P
D	EK8. Knowledge of UK copyright laws, music licensing, and GDPR/safeguarding considerations when filming/editing footage of young people.	A / I / P
D	EK8. Knowledge of AI-driven editing workflows (e.g., generative fill, AI transcription, or automated reframing tools).	A / I / P

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Creative Flair & Narrative Flow: An exceptional editorial eye with the ability to craft compelling narratives from raw footage, ensuring pacing and tone align with the brand.	A / I / P

D	SC2. Technical Motion Graphics: Ability to create and implement kinetic typography and dynamic motion assets that elevate standard edits.	A / I / P
E	SC3. Organisational Excellence: Highly organised with a "self-starter" mindset; able to manage a busy "production slate" and meet tight deadlines without compromising quality.	A / I / P
E	SC4. Collaboration & Communication: Strong interpersonal skills with the ability to translate educational objectives from non-creative stakeholders into visual stories.	A / I / P
E	SC5. Technical Asset Management: Meticulous approach to media management, file naming conventions, and server organisation to ensure a seamless collaborative workflow.	A / I / P
D	SC6. Adaptability: A flexible approach to production, comfortable assisting on-set with kit, lighting, or second-camera operation as required.	A / I / P
E	SC7. Quality Control: A high level of attention to detail, ensuring all exports are error-free and optimised for their specific delivery platform.	A / I / P

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I