

## ROLE PROFILE

### *Head of Production*

<b>ROLE TITLE:</b>	Head of Production
<b>LEVEL:</b>	Business Specialist
<b>LINK TO ORG MAP:</b>	Operations & Worship
<b>LINE MANAGER:</b>	Mike Darbandi (& Gareth Dickinson)

<b>PURPOSE OF ROLE:</b>	<ol style="list-style-type: none"> <li>1. Oversee the audio/visual aspects of all Trinity Cheltenham celebrations, gatherings and events</li> <li>2. To lead on the development, implementation and maintenance of the technical infrastructure at Trinity Cheltenham</li> <li>3. (Optional) Where experience allows, support in the implementation and maintenance of IT systems and support for staff and volunteers</li> </ol>
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<b>TASKS &amp; RESPONSIBILITIES:</b>	<p>Oversee the audio/visual aspects of all Trinity Cheltenham celebrations, gatherings and events</p> <ul style="list-style-type: none"> <li>● Ensure seamless provision of resource and support for audio, visual and lighting for all celebrations, gatherings and events</li> <li>● Lead, grow, and develop the production team of volunteers             <ul style="list-style-type: none"> <li>○ Overseeing recruitment, training and rotas</li> </ul> </li> <li>● Ensure strong working relationships with the production team and all persons leading gatherings or events</li> <li>● Creatively lead in the implementation of high quality production to support the vision of Trinity Cheltenham</li> </ul> <p>To lead on the development, implementation and maintenance of the technical infrastructure at Trinity Cheltenham</p> <ul style="list-style-type: none"> <li>● Oversee the care of all technical infrastructure across the Trinity Cheltenham Campus</li> <li>● Lead on supporting Trinity Cheltenham to utilise new technology to support the ministry and life of the church</li> <li>● Support the worship team and media team in infrastructure maintenance</li> <li>● Ensure all equipment is maintained and repaired as required</li> <li>● As required, oversee the hiring or purchase of additional equipment or resource (managing budgets where needed)</li> </ul> <p>(Optional) Where experience allows, support in the implementation and maintenance of IT systems and support for staff and volunteers</p>
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	<ul style="list-style-type: none"> <li>● Provide first response support to all technical issues across the Campus</li> <li>● Responsibility for the deployment and support of computer equipment to resource the staff team</li> <li>● Responsible for all technical repairs, either onsite or outsourcing</li> </ul> <p>Trinity Staff Contribution</p> <ul style="list-style-type: none"> <li>● Pray, listen to the Holy Spirit, follow the Lord's voice in building His Kingdom and be accountable.</li> <li>● To participate in and regularly attend staff meetings, Sunday celebrations, Prayer meetings and other events within the life of the Church such as Life Groups.</li> <li>● To attend weekly staff prayers on a Thursday morning.</li> <li>● To lead by example, in line with Trinity's vision and values.</li> </ul>
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**SKILLS, QUALIFICATIONS, COMPETENCE LEVEL:**

<p><b>QUALIFICATIONS/ EDUCATION REQUIRED:</b></p>	<ul style="list-style-type: none"> <li>● Degree level education is desirable, ideally in a IT/production/audio/visual discipline</li> <li>● Specific IT qualification are strongly desirable</li> <li>● A Level education is essential</li> </ul>
<p><b>EXPERIENCE/ KNOWLEDGE REQUIRED:</b></p>	<ul style="list-style-type: none"> <li>● Experience in a production role is essential</li> <li>● High level understanding of AV infrastructure and systems is essential</li> <li>● Experience as a sound engineer is essential</li> <li>● Experience leading a team is essential <ul style="list-style-type: none"> <li>○ Experience leading and recruiting volunteers is desirable</li> </ul> </li> <li>● Technical troubleshooting experience is essential</li> <li>● Experience as an IT support contact (or high understanding in this area) is desirable</li> <li>● Strong knowledge in health and safety is essential</li> <li>● Good electronics repair experience is preferred</li> <li>● A good understanding of the nature of the Charismatic Church and its mission to build the Kingdom of God</li> <li>● Committed, passionate and prayerful, worshipping lover of Jesus</li> <li>● Intentional about reading the Bible and has a desire to see the Holy Spirit work and overflow in the life of the Church</li> </ul>
<p><b>PARTICULAR SKILLS / COMPETENCIES REQUIRED:</b></p>	<ul style="list-style-type: none"> <li>● Highly computer literate</li> <li>● Excellent communication skills</li> <li>● A passion for production and high quality events</li> <li>● Strong leadership skills and a creative flair for excellence</li> <li>● Strong unflappable troubleshooter</li> <li>● Work flexibly across evenings and weekends</li> <li>● High capacity for managing people, projects and events</li> <li>● Flexible self-motivated, energetic and the ability to take initiative</li> <li>● Able to prioritise and manage multiple tasks and projects simultaneously</li> <li>● Servant-hearted, approachable, disciplined, fun-loving and reliable</li> </ul>

<p><b>KEY RELATIONSHIPS:</b></p>	<p>Production Team Operations Team</p>
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	Worship Team Media Team All staff, ministry leaders and volunteers External event organisers
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**ROLE SPECIFICATIONS:**

<b>FULL TIME/PART TIME (%):</b>	Part-time or Full-time (person dependant)
<b>NORMAL PLACE OF EMPLOYMENT:</b>	All Trinity Cheltenham Buildings
<b>AUTHORITY TO SPEND (APPROVED):</b>	£tbc
<b>AUTHORITY TO SPEND (UNAPPROVED):</b>	£na

**CORE HOURS:**

<b>MON:</b> 7.5	<b>TUES:</b> 7.5	<b>WED:</b> 7.5	<b>THURS:</b> 7.5	<b>FRI:</b>	<b>SAT:</b>	<b>SUN:</b> 7.5
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**NB: Core hours are set as a guide but this role in particular demands high levels of flexibility including evening and weekend working on regular occasions**

*Some variation will required at times in the distribution of hours (eg some requirement for evening/weekend work) and/or in location (eg some travel may occasionally be needed). Variation from the norm will be communicated as much as possible in advance. Hours include a hour unpaid lunch break.*

<b>OTHER ROLES FOR WHICH THIS ROLE ACTS AS LINE MANAGER:</b>	Production Team Volunteers Production Discipleship Year Interns (if applicable)
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<b>ROLE AGREED WITH LINE MANAGER:</b>	
<b>DATE AGREED WITH LINE MANAGER:</b>	/ /
<b>ROLE AUTHORISED BY PCC:</b>	
<b>DATE AUTHORISED BY PCC:</b>	/ /