

Charity Photographer & Videographer Volunteer

The Charity Media Photographer & Videographer will need to be creative and passionate while capturing the impactful work we do and share it, with our supporters. The volunteer will have a strong understanding of visual storytelling, with the ability to create high-quality photos and videos that communicate the mission, programs, and the real-life impact of our work. This role is vital for showcasing our cause and engaging with our community through compelling visual content.

What will you do?

Key Responsibilities

- **Photography & Videography:**
 - Capture high-quality photos and videos at charity events, programs, and community outreach activities.
 - Document the stories of the people and communities we serve to highlight the impact of our programs.
 - Work with staff and beneficiaries to stage shots and record stories in a respectful and ethical manner.
 - Ensure that all media created aligns with the brand identity and messaging of the charity.
- **Content Creation & Editing:**
 - Edit photos and videos to ensure high-quality, professional results.
 - Create multimedia content for use as (e.g., promotional videos, social media posts, event recap videos, and impact stories).
 - Develop creative and engaging content for fundraising campaigns, communications, and marketing.
- **Collaboration & Strategy:**
 - Work closely with the media team team to understand content needs and contribute to the development of the visual strategy.
 - Attend Weekly Social Media Meetings to brainstorm ideas and ensure photography/videography needs are part of what we deliver.

- **Archiving & Management:**
 - Maintain an organised archive of photos and videos for future use.
 - Organise all current photos of events and occasions
 - Ensure all content is stored securely and catalogued for easy access by the team.
- **Event Coverage:**
 - Travel to various charity events, programs, and locations to document activities as needed.
 - Work with event organizers to ensure key moments are captured and edited for distribution with support from the social media team.
- **Community Engagement:**
 - Ensure that all captured moments tell a genuine and respectful story that aligns with the values of Citizens Advice Bromley.
 - Engage with the community, participants, and stakeholders in a way that makes them feel comfortable and understood in the content produced.
- **Confidentiality:**
 - Make sure that any video, photos or any content relating to the general public, clients, staff and volunteers has documented consent where appropriate.
 - Keep an organised catalogue of permission slips relating to all charity events, programs, and community outreach activities for use now or later should they be needed.
 - Create a methodology to ensure those that do not want to take part in group events are identified so that their image is not used or shared.



What's in it for you?

- Gain and build on valuable skills and experience such as communication, admin, IT skills and working in a team.
- Contribute to the smooth running of the Citizens Advice Bromley service which makes a real difference to peoples' lives.
- Work with a range of different people, independently and in a team.
And we'll reimburse expenses too, within limits.



What do you need to have?

You don't need specific qualifications or skills, but you'll need to:

- Be friendly and approachable.
- Respect views, values and cultures that are different to your own.
- Have good communication (written and verbal), listening, interpersonal abilities and IT skills - essential.
- Attention to detail and accuracy in handling tasks.
- Proven experience as a photographer/videographer, preferably in a non-profit, charity, or community-based environment or someone has a keen interest and skills – essential.
- Expertise in using professional photography and videography equipment, including cameras, lighting, and audio recording devices.
- Strong editing skills in Adobe Creative Suite (Photoshop, Lightroom, Premiere Pro, etc.) or other industry-standard software – desirable.
- A portfolio demonstrating previous work, including photography, videos, and multimedia content.
- Strong storytelling skills and the ability to capture emotional, impactful moments – desirable.
- Excellent communication and interpersonal skills to collaborate with staff, donors, and community members.
- Ability to work independently, manage time effectively, and meet deadlines.
- A passion for social causes and a commitment to helping others.
- Be willing to learn about and follow the Citizens Advice aims, principles and policies, including confidentiality and data protection.
- Discretion with sensitive information and maintaining confidentiality.
- Experience working in the charity or non-profit sector – desirable.
- Knowledge of social media platforms with basic graphic design skills (e.g., creating promotional materials).

Additional Information:

- Occasional travel may be required to document events or visits to remote locations.
- A flexible schedule may be needed to accommodate events or shoots outside of standard working hours.
- This position may involve sensitive content; the candidate must be able to handle emotional situations with professionalism and respect.



How much time do you need to give?

We ask that you can volunteer for at least a minimum of 1 year and be flexible about the hours that you volunteer due to the role needed. Come and talk to us. Our vacancies are across all our departments.



Valuing inclusion

Our volunteers come from a range of backgrounds, and we particularly welcome applications from racially minoritised people/people of colour, disabled people, people with physical or mental health conditions, LGBTQ+ and non-binary people.

If you are interested in becoming a Charity Photographer & Videographer volunteer and would like to discuss flexibility around location, time, 'what you will do' and how we can support you please contact us.



Contact details

Please contact Volunteer Recruitment for further information and application form at Citizens Advice Bromley, Community House, South Street, Bromley BR1 1RH or email her at Recruitment@citizensadvicebromley.org.uk