

Job Title	Picture Manager
Department	Communications Team
Position Type	Volunteer (flexible hours)
Term	Immediate start – January 2022
Reports to	Director of Brand & Communications
Location	Remote working

Purpose of Role

The scope of the role is:

- Organisation, management and labelling of IMMAF’s digital photo archive
- Obtaining of correct caption and credit information
- Selection and provision of images on request from IMMAF departments, creative contractors and press
- Editing, manipulation, resizing and reformatting of images
- Support the Brand & Communications team

The role will be required to support creative design projects and IMMAF’s public relations output.

Key Responsibilities and Accountabilities

- Organisation, management and curation of IMMAF’s image archive
- Timely sorting, selection and provision of images on request to IMMAF departments, contractors, press and partners
- Picture editing

Person specification - Skills and experience		
Area	Critical	Desirable
Qualifications		<ul style="list-style-type: none"> ▪ Graphic design / photography qualification ▪ Relevant IT/ software qualification
Skills & Abilities	<ul style="list-style-type: none"> ▪ Strong research skills ▪ Organisational skills ▪ Process driven ▪ Attention to detail ▪ Good spoken and written English ▪ Problem solving skills ▪ Presentation skills ▪ Professional and personable manner ▪ Good initiative 	-
Knowledge & Experience	<ul style="list-style-type: none"> ▪ Knowledge of picture editing and graphic design software ▪ Understanding and experience with digital transfer and sharing of images ▪ Basic knowledge and experience of cloud storage software(s) 	

Personal Qualities	
Teamwork	<ul style="list-style-type: none"> ▪ Embraces diversity and displays respect and loyalty to colleagues, the organisation and leadership team. ▪ Engages effectively, and is helpful and supportive towards others. ▪ Highly collaborative, taking the time to engage with team members. ▪ Reliable and committed to success of the team. ▪ Embraces change and is adaptable.
Communication	<ul style="list-style-type: none"> ▪ Good communicator at all levels, approachable ▪ Open and transparent and maintains trust and confidentiality ▪ Embraces and absorbs new information
Motivation & Drive	<ul style="list-style-type: none"> ▪ Self - motivated and proud to be part of the experience ▪ Demonstrates enjoyment in their work ▪ Professional, polite and approachable manner ▪ Positive attitude and optimistic ▪ Passionate about the delivery of amateur MMA / sports development