



Production Assistant

Introduction

This is a strategic opportunity to be involved in using the new media to equip the Church for mission in one of the most challenging and exciting situations in the world today – Britain and the western world. As well as making a vital contribution in this area, you will have the opportunity to develop your own ministry potential and skills and to grow as a person of faith. The appointment runs from the beginning of September 2009 to the end of July 2010. (These dates may be varied by prior agreement.)

Purpose for Focus:

- To assist in the production of audio, video and web site training materials.

Purpose for the Production Assistant:

- To grow as a person of faith
- To develop their ministry potential and skills through gaining experience in writing for audio, video and web site, production, presentation, and editing.

Activities

1. Assist with the writing, presentation, production and editing of the monthly 'Slipstream' podcast which Focus produces for the Evangelical Alliance (<http://www.eauk.org/slipstream/podcast/index.cfm>) (1-2 days per week)
2. Assist with the writing, presentation, production and editing of the 'Seize the Day' podcast and other audio, video and web site resources. (2-3 days per week)
3. Formal training. This will normally be provided in conjunction with the UCCF Relay training scheme or similar.¹ This involves attendance with UCCF Relay workers at three one-week conferences during the course of the year, as well as a regular commitment to half a day per week of guided individual study in between conferences. (One day per week average)

Person specification

1. Committed to Christ, to the Church, and to mission
2. Wants to grow spiritually and to serve effectively
3. Is highly motivated, enthusiastic, and a self-starter
4. Shows some evidence of ability in the field of mass media, and desires to develop this ability further.
5. Carries out routine tasks conscientiously
6. Is in agreement with Focus's doctrinal basis

The person appointed must have the positive support of his or her home church, and must maintain active links with the home church throughout the appointment.

¹ Subject to availability.



Finance and Support

The person appointed will work with Focus on the same basis as other unpaid volunteers.

This means that he/she will be responsible for raising his/her own living costs (with the help of Focus and the appointee's home church). These costs will probably be between £4500 and £6000. This may sound like a lot of money, but the experience of trusting God to provide your needs can itself be an important opportunity to grow in your faith.

Focus will provide:

- office space
- computer and internet facilities
- telephone facilities (for work-related calls)
- the cost of taking part in formal training
- agreed costs for travel, books etc

Focus will help to find suitable accommodation, but will not be responsible for providing accommodation. It may be possible to arrange accommodation at a reduced cost or free of charge, in which case the total support needed can be reduced by the corresponding amount.

Focus' background

Founded in 1976 to produce radio programmes for international evangelism, Focus produced the news programme 'World of Science' for many years. We broadcast this successfully all over the world. As well as scientific news, this included interviews with leading research scientists who were also followers of Christ, and comments on scientific issues (such as the ethics of Genetic Engineering) from the perspective of a follower of Christ.

Focus also produced 'Leadership Now' - a series to train and encourage isolated rural pastors and evangelists in India. Initially in English, we later broadcast these programmes in Hindi and Tamil as well, with the Tamil programmes attracting one of the largest-ever letter responses to the station that transmitted them.

Focus produced 'Abundant Life'- a series of training programmes based on the course of the same name published by SEAN - Study by Extension for All Nations. We have broadcast 'Abundant Life' in Russian, Latvian, and several other languages of the former Soviet Union, as well as in English.

In September 2000, Focus organised a partnership of radio organisations to send seventeen broadcasters and journalists to Sydney for the Millennium Olympic Games. They broadcast reports and interviews in nine major languages to hundreds of radio stations on all five continents.

Focus is an operating name of Focus Radio, registered charity no. 298007
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Trustees: Stephen Dray, Richard Ostler, Phil Prior, Simon Sheehan, Brian Williams, Stephen Williams, David Wiltshire
Executive Director: David Couchman MA M.Sc



For the past seven years, Focus has been engaged in developing resources to equip Christians in the UK and Europe for mission to the 'western world.' These resources include the 'Facing the Challenge' series of courses, the 'Teaching the Bible in Challenging Times' training DVD, the 'Jesus & The Da Vinci Code' DVD, and the Facing the Challenge web site, www.facingthechallenge.org

How to apply

Please apply in writing to Focus. Your application should be word processed or typed, double spaced, on single-sided paper, and may be submitted by mail, or by electronic mail. If submitting electronically, please send either an MS Word document or a pdf file.

Your application should include:

- Basic personal information – name, gender, address, telephone and email
- Your home and family background
- Your education
- How you became a Christian
- Details of your home church. Is your home church behind your application?

Please include contact details for two people who we can approach for references. Preferably one of these people will be a minister from your home church, and one will be your current employer or academic supervisor.

If you have any examples of your work – writing, audio, video, or web site, please send copies of these.

email: office@focus.org.uk

mail: Focus

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