



Bracknell Conservation Volunteers
Post holder specification
Group Photographer

- 1) To take photographs at task sites: before, during and after - to get a good idea of what we have achieved.
- 2) To include as many different people/activities as possible and a variety of any interesting flora and fauna present on site.
- 3) Care taken not to include members of the public or anyone who has not given permission.
- 4) Sort and edit photos taken (including any taken by other members which have been sent to the group photographer). All photographs should be sent to the group photographer to prevent duplication and ensure co-ordination.
- 5) Liaise with other members to arrange for replacement photographer in the event of absence from task
- 6) Upload chosen photos to OneDrive into individual folder which is labelled with date and site. These are grouped into folders labelled by year.
- 7) Back up in folders on own PC.
- 8) Link for OneDrive supplied to all members for viewing. Secretary and Webmaster copy photos from here to use on Newsletters/Website