

AI Video & Captioning Project Assistant

Volunteer / Project Role Description

Organisation	Learn Without Limits CIC
Location	Remote, Wales-focused
Pathway	Bridge Pathway 1 - Young People / Digital & Media Contribution
Commitment	Flexible, approximately 2-4 hours per week
Reporting to	Blog Editor / Programme Lead
Version	v1.0 - July 2026

Purpose of the Role

Learn Without Limits CIC publishes parent-led guidance to help families in Wales understand and navigate the Additional Learning Needs (ALN) system.

We are developing a YouTube and short-form video workflow so that more families can access our written guidance in clear, visual and captioned formats. This role will help turn existing blog articles into draft video content using approved AI and editing tools.

The focus is on accessibility, accuracy and careful presentation. The volunteer will not be expected to give advice, interpret individual situations, respond to families, or publish content without review.

What You Will Do

You will help create draft video and caption assets from existing Learn Without Limits CIC blog content.

- using approved AI tools, such as NotebookLM, to generate draft video or audio overviews from existing public blog articles
- reviewing AI-generated scripts or captions for obvious errors, unclear wording or missing context
- checking key Welsh education terms and ALN language, including terms such as IDP, ALN, EOTAS, local authority names and Welsh place names
- preparing clear captions or subtitle files for review
- using tools such as CapCut, YouTube Studio or similar approved tools to support accessible captioning
- helping format captions so they are large, readable and easy to follow
- preparing draft video titles, descriptions and resource links back to the original blog posts
- recording simple workflow notes so the process can be repeated by others

Final checks and publication will remain the responsibility of the Blog Editor / Programme Lead.

What This Role Does Not Include

This role does not involve:

- giving ALN, legal, education, casework or safeguarding advice
- responding to parent carers about individual situations
- accessing private family information
- making decisions about what guidance Learn Without Limits CIC publishes
- publishing directly to the YouTube channel
- using private community posts, family stories or case details in AI tools

Any concerns, errors or uncertainty must be escalated to the Blog Editor / Programme Lead.

Tools You May Use

Training and guidance will be provided where needed.

- NotebookLM or other approved AI tools for generating draft overviews from public source material
- CapCut, YouTube Studio or similar tools for captioning and video preparation
- Google Workspace for approved shared files and workflow notes
- agreed communication channels for supervision and feedback

Important: Only approved public content or approved internal draft materials should be used in AI tools. Private family information, case details, community posts or confidential material must not be uploaded into AI systems.

Skills and Qualities We Are Looking For

You do not need to be an expert. This role may suit someone who is careful, curious and willing to learn.

- interest in AI tools, video editing, accessibility, YouTube or digital media
- good attention to detail
- confidence reading and checking written English
- willingness to learn Welsh ALN terminology and place names
- ability to follow a simple workflow
- patience with editing, captions and accuracy checks
- understanding that public information for families must be handled carefully

Knowledge of ALN in Wales is helpful but not essential.

What You Will Gain

This role can help you build practical experience in:

- AI-assisted content creation
- video repurposing and digital publishing workflows
- captioning and accessibility
- careful editing and quality control
- public interest communications
- portfolio-building digital work linked to a real community project

Your contribution will help make important guidance easier to access for families who may not have the time, energy or confidence to read long articles during stressful periods.

Support and Supervision

You will receive a clear starting task, example workflow and feedback from the Blog Editor / Programme Lead on your first few pieces of work.

Work will be reviewed before publication. You will not be expected to handle difficult queries or make judgement calls alone.

This is a flexible role designed to build confidence, skills and useful portfolio evidence while contributing to the wider Learn Without Limits CIC mission.