

AUDIENCE, EDUCATION & REGENERATION COORDINATOR

BACKGROUND INFORMATION

Ffilm Cymru Wales is an organisation committed to building an inclusive and sustainable film sector and culture across Wales. We are proud of the range of our work and our consistent commitment to broadening the reach in both languages and across society. That success has been achieved through a mix of entrepreneurialism, shared learning, partnerships and innovation.

Ffilm Cymru Wales' education strategy supports projects that inspire learning through film. Our education projects encourage people of all ages to discover new skills and opportunities. We engage with young people, adults, groups, individuals with Special Education Needs in areas that are considered to have little access to film.

Meanwhile our Audience Access Strategy, developed in consultation with the sector, prioritises inclusion, innovation and value for money – key areas of focus as we evaluate support for and the impact of exhibitors across Wales; values that similarly translate to our education work, with its focus on areas and demographics that are under-served.

This role will provide dedicated administrative, budget and data monitoring support to the Audience, Education & Regeneration Manager. This will include preparing contracts to template and detailed paper work to support the Audience and Education funding stands and subsequent awards.

Our work increasingly revolves around what we call the Magnifier approach, which brings together producers at the earliest stages of development to collaborate and to produce audience, education and business development plan for each project.

Ffilm Cymru Wales is a lottery delegate of the Arts Council of Wales and the BFI, and a recipient of BFI grant-in-aid, and as such operates within the broader context of both Welsh government and central government economic, social, cultural and educational priorities. Of particular significance is Welsh Government's cross-party support for improved social inclusion, including the Welfare and Future Generations Act.

For more information, visit www.ffilmcymruwales.com

ROLE AND RESPONSIBILITIES

Working to the Audience, Education & Regeneration Manager, the Audience, Education & Regeneration coordinator will have the following role and responsibilities:

- Acting as a first point of contact for enquiries to Ffilm Cymru Wales' audience and education funding strands.
- Offering advice and support to our varied client base of film exhibitors and film education practitioners during their funding application process.
- Providing administrative support including minutes for meetings, filing, data collection and assessment of evaluation reports.
- Monitor and collate necessary Key Performance Indicators paperwork for Ffilm Cymru Wales' funders including the British Film Institute and the Arts Council of Wales.

- Preparing award letters and contracts for funded clients, using existing templates, ensuring that the delivery outputs are met on time and ensuring business plans, audience statistics, post project reports and educational packs are received and processed appropriately.
- Ensuring all project files are updated regularly and managed accurately.
- Analyse data and evaluation reports from funded projects, to extract findings and measure impact.
- Research and use data findings to produce informed reports for the Audience, Education & Regeneration Manager to support funding documents, briefings and Board papers.
- Report regularly to Ffilm Cymru Wales' Finance Manager, processing payment requests and maintaining accurate records against internal budgets.
- Support the delivery of company events and ad-hoc coordination on bespoke projects where required, e.g. facilitating film screenings in local communities, representing the organisation at career fairs, support the training of volunteers.
- Maintaining the education practitioner, film exhibition and project databases across funding strands and adhering to compliance guidelines.
- Support Ffilm Cymru Wales' marketing strategy, managing the departments social media feed @ffilmeducation producing occasional web-content such as blog posts and liaising with third parties on their contribution of case studies to marketing templates.
- Any other tasks that might reasonably be required of this role from time-to-time

PERSON SPECIFICATION

Skills	Requirement
The ability to speak Welsh	Desirable
Excellent budget and reporting skills	Essential
Excellent attention to detail and the ability to check your own work accurately without supervision	Essential
Excellent numeracy skills and the ability to accurately input and track data	Essential
Excellent written and oral skills	Essential
Excellent administration and organisational skills	Essential
The ability to meet deadlines and work well under pressure	Essential
The ability to deal with competing demands and a full workload	Essential
The ability to self-manage and to prioritise your work load	Essential
Experience working with & managing databases, & organising & reporting on data to external parties	Essential
A full and clean drivers Licence	Desirable
Understanding of challenges and opportunities for inclusive reach of the arts sector in Wales	Desirable
Familiarity with Welsh Government and Arts Council of Wales's Regeneration and Cultural Poverty Priorities, including the Children & Young People's Commissioner & Welfare and Future Generations Act	Desirable
Experience in working with financial administration and reporting	Desirable
Ability to problem solve	Desirable
Experience with working with the arts in a regeneration or community context and reporting on its impact	Desirable