

Role:	Project Co-ordinator
Organisation:	Ffilm Cymru Wales
Contract:	Freelance contract of services
Location:	Working from home, Ffilm Cymru's office at Tramshed Tech, Cardiff and varied meeting places, as relevant.
Term:	Start ASAP; working towards 3 training dates in late November/early December and ongoing co-ordination and project evaluation work through to February 2020.
Fee:	Approx. 30 days at a day rate of £150 (incl VAT). Working hours are flexible but expected to be more intensive in run-up to core training dates (Oct/Nov/Dec 2019). Payment will be made each month via invoice against amount of days worked. Total fee cap of £4,500.
Application Deadline:	17:00 Friday 6 th September 2019

BACKGROUND

Ffilm Cymru Wales is committed to advancing an inclusive film sector and film culture that benefits people across Wales. We work across the sector supply chain, supporting film development, production, cinemas, film festivals and film and media education, offering advice, funding, skills advancement and advocacy.

For more information please see www.ffilmcymruwales.com

MAIN PURPOSE OF THE ROLE

Ffilm Cymru is seeking a freelance Project Co-ordinator to manage the logistics and administration for a training course offering mental health awareness and follow up support that producers and Heads of Departments (HoDs) working in the film and television industries undertake with a mental health expert.

The course is co-financed by ScreenSkills and Ffilm Cymru through their BFI NETWORK Wales initiative. The Project Co-Ordinator will report to the BFI NETWORK Wales Manager in co-ordinating the promotion, delivery and data-gathering relating to the course.

The course will take place in Cardiff, delivered in English with Welsh translation available on request and will be marketed to targeted participants across Wales through Ffilm Cymru and relevant stakeholders and partners. An initial free introductory event themed around Wellbeing, Resilience & Anti-Bullying and Harassment within the screen industries is scheduled in partnership with BAFTA towards the end of November.

The core training programme of two days will host 20 participants and is anticipated for early December 2019. Potential participants will be asked to submit an expression of interest to attend, which will be assessed by the Project Coordinator based on need. There will be a cost to attend, with bursary support available to those who face demonstrable need for financial assistance towards travel, childcare or course fees.

Following the core training, participants will have the opportunity to follow up with the designated course leader via a one-to-one session.

TIMELINE

Please note that dates may be subject to change.

- September/October 2019 – Project Coordinator starts
- October 2019 – event planning; securing venue and training providers
- November 2019 – call for expressions of interest to attend; marketing and outreach to promote
- Sat 23rd November 2019 (*exact date tbc*) – one-day introductory event on wellbeing and resilience in the film & television industries, delivered in partnership with BAFTA
- Late November 2019 – attendance confirmed to 20 participants
- Early December 2019 – Two-day core training, delivered by expert mental health training provider
- February 2020 – One-to-one follow up sessions with course leader
- March 2020 – Complete course evaluation due for submission to funders

KEY RESPONSIBILITIES

The Co-ordinator will work with BFI NETWORK Wales Manager Alice Whitemore to supervise recruitment for the programme (liaising with training advisors, participants and facilities) and ensure effective take-up of all subsequent training, together with evaluation feedback.

The successful candidate will be required to:

- Tailor a marketing and outreach plan to engage potential participants for the course in liaison with Ffilm Cymru's Communications Manager, with the responsibility in mind to recruit a diversity of participants that reflects the Welsh population.
- Respond to any enquiries from potential applicants (by phone and email) during recruitment process, who will be required to submit an expression of interest in order to be considered to attend.
- Process and assess expressions of interest to attend, ensuring that the selected participants meet recruitment targets set by our funders ScreenSkills.
- Liaising with participants in lead up to course and circulating bursary support information.
- Secure appropriate training venue and maintain subsequent communication around all matters relating to access, risk assessment, catering requirements, tech setup, translation etc.
- Organise and minute meetings & conference calls with project partners and training advisors throughout planning phase of the project; distributing information where required.

- Work to an agreed project budget including costs of venues, catering, travel, bursaries etc. and liaise with Ffilm Cymru's finance department to request associated payments.
- Manage the delivery of the training programme, ensuring that it remains on schedule and budget and meets other funding objectives set out by ScreenSkills.
- Provide regular progress and cost reports for the BFI NETWORK Wales Manager and Head of Production, which will feed into the quarterly report required to submit to project funders ScreenSkills.
- Develop opportunities for peer-to-peer support between those engaged with the programme, encouraging networking such as online comms (blogs/Facebook group/Twitter contributions) in liaison with Ffilm Cymru's Communications Manager.
- Co-ordinate individual follow up meetings between project participants and course leader between January and February 2020.
- Deliver a project evaluation report after core training phase, including collated anonymized feedback from participants and funding partners on the training and reflecting objectively on ways to refine and improve future iterations of the programme.

PERSON SPECIFICATION

- A personable and effective communicator.
- Demonstrable ability to successfully co-ordinate schedules and budgets.
- Keen eye for detail and accuracy with strong record-keeping, data management and reporting skills.
- Demonstrable sensitivity and understanding relating to mental health, and willingness to undertake any relevant safeguarding training on the topic.
- Previous experience in events and/or marketing and on outreach campaigns is desirable.
- Knowledge and understanding of the screen industries and/or freelancing is desirable, but not essential.
- Bilingual in English & Welsh is desirable/not essential

EQUALITY, DIVERSITY AND INCLUSION

Ffilm Cymru are committed to improving the diversity and inclusivity of the film sector and audiences in Wales and carry that commitment through to our recruitment and staffing practices.

Our Equalities, Inclusion and Diversity Plan, Welsh Language Plan and Well-being and Future Generations Plan [can be accessed here](#).

We would be grateful if all applicants could also complete our Equality, Diversity & Inclusion monitoring form.

This information helps us to comply with the Equality Act 2010 and to improve the equality, diversity and inclusivity of our workforce. We will not share any of your personal data with third parties. The information you supply will be anonymised and processed in accordance with the Data Protection Act and General Data Protection Regulation. We hold data for 1-year and then securely destroy it, only retaining collated analysis that does not retain personal details.

APPLICATIONS / DEADLINE

Please email your CV along with a cover email outlining your experience and skills against those detailed above, why you are interested in the role and when you would be available to start.

Applications should be addressed to Alice Whittemore and sent to: alice@ffilmcymruwales.com.

The deadline for applications is **5pm on Friday 6th September 2019**.

Interviews will be held on Tuesday 10th September at Ffilm Cymru's offices in Cardiff. We will reimburse any costs associated with attending the interview.

As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum job criteria.

