

SKILLS AND TRAINING EXECUTIVE

Based: **Cardiff with some travel around Wales**

Terms: **17.5 hours per week (0.5 of a Full-time Equivalent), ideally allocated across 4-5 days**

Fixed: **One year, with potential to extend**

Salary: **FTE £22,000 - £25,000 (£11,000 - £12,500 pro rata), dependent on experience**

While initially offered on a part-time basis, there is potential for this role to develop into a full-time role.

BACKGROUND INFORMATION

Ffilm Cymru Wales is committed to supporting the Welsh film sector and improving access to film and its benefits for the people of Wales. We work across the sector supply chain, supporting film development, production, film exhibition and film and media education, offering advice, funding, skills advancement and advocacy.

In terms of our overall company approach, we encourage filmmakers to test and prototype their ideas, collaborate with other creative industries, and connect with their audiences from the earliest stages of their project's development. And, central to all our work is our commitment to inclusion: we champion and support equality, diversity and inclusion in all our activities and work enthusiastically to targets that reflect our bilingual nation.

For more information on Ffilm Cymru Wales please refer to [our website](#) and our [Annual Reports](#).

MAIN PURPOSE OF JOB

To enable the delivery of sector specific training, events and resources that help to build a more inclusive and resilient creative sector in Wales.

Working to our Head of Production (line manager) and in close collaboration with our Foot in the Door Programme Executive, the successful applicant will provide logistical and administration support for skills and training programmes across Ffilm Cymru Wales's work, including the award-winning Foot in the Door creative sector training programme; training and events related to our BFI NETWORK offer and the development and delivery of careers resources and events for the Welsh Government supported Creative Careers Programme.

Partners for our skills and training activities are many and varied including: grassroots and national arts and education bodies, schools, FE & HE institutions, Creative and Cultural Skills, Screen Skills, the BFI, Into Film, BAFTA Cymru, Housing Associations, job centres, Careers Wales, broadcasters and a host of freelancers, film, TV and performance arts related companies, the Arts Council of Wales and Welsh Government.

RESPONSIBILITIES

This is a busy and extremely rewarding role, working with a fantastic team who are passionate about developing fair access for creative industries talent at all levels in Wales. It requires a good degree of flexible working with and for multiple stakeholders.

You will be responsible for:

- Co-ordinating the day-to-day operations of our training and skills related events – working across a multi partner environment - the first port of call to answer queries and take follow-up action to enable delivery (such as booking venues and arranging speakers, catering, translation, support materials, transport, childcare, conducting risk assessments etc);
- Liaising between Ffilm Cymru Wales project partners to obtain, share, agree and further information and logistics;
- Collating and developing a database of stakeholder and participant information and tracking details that help us assess and communicate the impact of our work (for example, whether participants increase in confidence or their awareness of career opportunities, obtain work, set up a business or progress in further/higher education following training) and retain oversight of the status of various projects and their participants;
- Provide administrative support across our training and events activities;
- Collation of monitoring and evaluation materials, including equalities diversity and inclusion data and support with project reporting – including sharing ideas for on-going improvements that could be made to our offer;
- Devising and developing our suite of case studies, resources and promotional materials (in liaison with our Communications Manager) for our skills and training activities and to better communicate creative careers opportunities to targeted audiences (e.g. job centres/careers advisors, parents, young people, new entrants to the sector, professionals looking to further career development);
- Supporting the recruitment process for participants liaising with multiple partners;

- Identifying and liaising with TV, Film, performing arts and facility companies to further develop our bank of speakers, mentors and trainers;
- Supporting your line manager and programme manager(s) with the management and monitoring of project spend, using internal systems to process payments;
- Co-ordinating and tracking participant bursaries;
- Acting as an advocate for Ffilm Cymru Wales and its skills and training work;
- Writing reports, evaluations and updates for project leads and management when required;
- Working to support participants on set and in training and events where required.

APPLICANT PROFILE

Passionate about opening and up and supporting career entry and progression in the creative sector, you will have:

- Demonstrable experience in working in a creative environment with multiple-partners;
- Excellent project delivery, administrative and communication skills. MS office proficiency is essential- including a good working knowledge of excel and developing project timelines; as is experience in delivering, evaluating and reporting against defined targets;
- Demonstrable awareness of and commitment to improving the inclusivity of the creative sector to reflect the nation we live in;
- Ability to self-manage diary and work within a team, with attention to detail. Change and flexibility are an intrinsic part of arranging events and training projects. A demonstrable ability to think quickly and manage challenges when they arise is a necessity;
- Clear and detailed understanding of the education, skills and training environment in Wales and experience in the delivery of events and training;
- A current and clean Driving Licence;
- A current clear Disclosure and Barring (DBS) check (prior to appointment);
- The willingness to work unsociable hours, from time-to-time;

DESIRABLE

- Fluency in Welsh (both written and spoken) is highly desirable but not essential;
- Demonstrable appreciation of Health & Safety within an office, training and events environment, including on-set (training will be available);
- Knowledge and understanding of the role of housing associations and social housing in Wales is advantageous but 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. Application data is held for 1-year and then securely destroyed, only retaining collated analysis that does not retain personal details. For more information on how we process data, please refer to [our Privacy Policy here](#).

APPLICATIONS / DEADLINE

Please send 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 Sion Eirug and sent to: sion@ffilmcymruwales.com

The deadline for applications is **5pm on Monday 23rd March 2020**.

Interviews will be held on the 2nd of April at Ffilm Cymru's offices in Cardiff